



TRAVEL AND EXPENSE REIMBURSEMENT

The District will pay the necessary expenses of employees when authorized to travel on official school business. Travel expenses that may be reimbursed include, but may not be limited to: transportation; conference registration; meals; and/or lodging. Direct supervisor/principal approval must be obtained prior to travel and for reimbursement of travel expenses.

In-District Travel

1. Employees shall be reimbursed for travel from one school property to another at the current Internal Revenue Service (IRS) mileage reimbursement rate.
2. Homebound teachers shall receive round-trip reimbursement from the teacher's home to the student's home.

Out-of-District Travel

1. Eligible expenses include the following:
 - a. Transportation will be reimbursed to the extent of the actual fare paid for bus, taxi, tolls, airfare, and airport shuttle as documented by receipts. Car rental may be approved when advantageous to the District. Automobile travel will be reimbursed at the current IRS mileage rate plus necessary parking costs;
 - b. Meal expenses will be reimbursed in accordance with the per diem meal allowance approved by the school board. Meals included as part of a registration shall not be reimbursed to the employee. The per diem meal allowance does not cover alcoholic beverages, but does include tips, nonalcoholic beverages and meals. Meals for out of district travel that do not require an overnight stay will not receive reimbursement.

Forms seeking reimbursement for mileage and/or travel expenses may be obtained from the school office. Reimbursement rates follow the per diem rates set by the U.S. General Services Administration (GSA).

Reference: *Board Policy 6480* Expense Reimbursements