Policy

EXPENSE AUTHORIZATION/REIMBURSEMENT

Code **DKC** *Revised* **1/25**

Purpose: To establish reimbursement rates for travel expenses for board members and employees.

Mileage

1. The reimbursement rate will be at the Internal Revenue Service mileage rate if the District vehicles are unavailable or circumstances warrant an exception as determined by the Superintendent or his/her designee.

2. If the District vehicles are available and the employee chooses to use their personal vehicle, the mileage reimbursement will be at 30% of the Internal Revenue Service mileage reimbursement rate.

Meals and Lodging

Meal expenses associated with overnight travel will be reimbursable at the CONUS (Continental United States) per diem rates established by the federal government. Receipts for meals will not be required since per diem reimbursement is the only means of reimbursement for food-related travel expenses.

Travel must be authorized in advance by the superintendent. Travel must be performed in the most cost-effective manner, which includes ride sharing.

Lodging reimbursement will be limited to the single/double rate established by motels/hotels or the lowest conference rate, if attending a conference. Receipts must be submitted for lodging reimbursement.

Adopted 6/6/83; Revised 11/3/97, 8/4/08, 12/3/12, **1/6/2025**