

## **HHGB: Lodging Reimbursement Policy**

It shall be the policy of the Divide County School District to abide by state laws governing the allowable rate of reimbursement and direct billing arrangements for lodging expenses incurred by district personnel when traveling on approved business for the district. When actual lodging costs exceed state approved rates, the individual may elect to pay the difference out-of-pocket, or to stay at an alternative location where state rates are honored. When travel is required out-of-state, the district will pay the actual costs of the lodging. Personnel are expected to use the most economical lodging available. In situations where the lodging is taken at the site of the convention or activity it is anticipated that slightly higher room rates can be expected. Only district personnel or others, such as chaperones, who have been administratively approved to attend conferences and activities, will be subject to district reimbursements or direct billing. Family members, other than those who may have legitimate authorization to attend the event on the district's behalf, or unauthorized guests shall not be paid by the district. Personal calls pay TV and room service charges are excluded. Business related calls, necessary fax charges and photocopy charges are reimbursed.