

Cache County School District

Policy Series 6000: Finance and Operations

Policy No. 6350

Travel Expenses & Reimbursement

This policy establishes guidelines for expenses and reimbursements pertaining to work-related travel.

I. In-County Travel

- A. Mileage will be reimbursed for work-related travel within Cache County as authorized by the superintendent or a district director.

II. Out-of-County Travel Within the State

- A. In-state travel expenses shall be reimbursed only for trips authorized by the superintendent or the appropriate district director.
- B. A recognized professional organization or USBE may sponsor an activity and invite participation from local school districts. If, in the mind of the appropriate district director the activity is relevant and enhances district goals and practices, permission may be granted.
- C. Whenever groups attend the same out-of-county meeting, mileage shall be allowed only for sufficient vehicles to transport the group. If employees elect to take individual vehicles, they may claim a proportion of the mileage based on one-fourth the rate for each employee in the vehicle.
- D. Lodging and meals will be reimbursed for approved in-state travel at the rates detailed below.

III. Out-of-State Travel

- A. Conference and Workshop Attendance - On occasion, employees may request permission to attend a conference or workshop that fits their professional goals. Under these circumstances, the appropriate district director and principal may allow the employee to attend by using personal and professional leave. There will be no expenses paid by the school district except as provided in the Teacher Travel Fund section of this policy.
- B. When out-of-state travel is initiated and approved by the Board, the superintendent, or a district director, the following expenses are reimbursable according to the rates detailed below:
 - 1. Meals
 - 2. Lodging
 - 3. Airfare
 - 4. Local Transportation

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5. Mileage

IV. Teacher Travel Fund

- A. The teacher travel fund is to assist a teacher in traveling to approved conventions, workshops, and seminars focused on academic fields of study directly relating to the teaching assignments of the applicant. This fund will not be extended to extracurricular activity training, travel, workshops, or conventions.
- B. An application form may be obtained from the principal. It should be completed, signed by applicant and principal, and sent to the travel committee a minimum of 30 days prior to the convention date.
- C. The Teacher Travel and Convention Committee reviews all applications and selects individuals for travel, within budget constraints. The committee will fund a maximum of five travel days per teacher.

V. Per Diem Meals

- A. Per Diem reimbursement applies only when traveling outside of Cache County.
- B. The Per Diem day is divided into quarters:
 - 1. 1st Quarter 12:01 a.m. to 6:00 a.m.
 - 2. 2nd Quarter 6:01 a.m. to 12:00 noon
 - 3. 3rd Quarter 12:01 p.m. to 6:00 p.m.
 - 4. 4th Quarter 6:01 p.m. to 12:00 midnight
- C. To be eligible for meal reimbursement, employees must depart and return in different quarters. For example, in order to qualify for breakfast, the employee must depart in the 1st quarter and return in at least the 2nd quarter. In order to qualify for breakfast and lunch, the employee must depart in the 1st quarter and return no earlier than the 3rd quarter. To qualify for dinner, the employee must not return prior to 8:00 p.m.
- D. The current rates for in-state travel are as follows:
 - 1. Breakfast \$13.00
 - 2. Lunch \$15.00
 - 3. Dinner \$26.00
- E. Out-of-state meals will be reimbursed at the current federal rate for the travel location. Rates can be verified at the link below.

VI. Lodging

- A. Lodging expenses for a conference will be reimbursed when staying at the conference hotel or at an alternative hotel with equal or lesser nightly rates.
- B. For non-conference travel, lodging expenses will be reimbursed up to the federal lodging rate for the location, effective July 1 of that fiscal year.

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C. Receipts are required for reimbursement.

VII. Airfare

A. Economy class roundtrip airfare will be reimbursed at actual cost.

B. Receipts are required for reimbursement.

VIII. Local Transportation

A. Local transportation, such as Uber, Lyft, taxi, or shuttle will be reimbursed at actual cost as required to meet the business purpose of the trip.

B. Receipts are required for reimbursement.

IX. Mileage Reimbursement

A. Mileage will be reimbursed at the federal rate effective July 1 of that fiscal year.

B. Google maps or a similar application should be used to document and verify mileage.

Cross-references

[Federal Mileage Rates](#)

[Federal Per Diem & Lodging Rates](#)

Legal References:

Synopsis:

Approved by the Board of Education: October 1, 1994. Last Revised: May 18, 2023. Last Reviewed: May 18, 2023. Prior Revised Dates: 7/1/2004; 6/1/2008; 11/21/2019.