Out-of-District Travel

Out-of-district travel must have prior approval from the Superintendent prior to purchase orders being entered, or hotels booked. Payments for out-of-district travel are based on the expenses incurred by the employee on a daily basis as follows:

Meals for Staff

Rates for employees as of January 1, 2026 are:

Breakfast…..	$10.00/day
Lunch……...	$14.00/day
Dinner……..	$22.00/day
Total:	**$46.00/day**

The District does not reimburse for alcoholic beverages or tips or for staff meals when travel does not require an overnight stay.

Be sure to include departure and return times on the Travel Request form and requisition. This helps to determine if you are eligible for meal reimbursement. Travel day per diem is allocated at a maximum of 75% of the meal per diem which is $34.50.

If the employee did not use all of the meal per diem, it must be returned to the district. If the employee has signed the travel reimbursement form that states all meal per diem was used, no receipts are necessary.