

PERSONNEL

DKC

(4156)

Category: Recommended

Travel and Reimbursement Policy

Inter-Lakes School District personnel and board members will be reimbursed for the following expenses related to travel when attending approved meetings, workshops, and conferences.

1. Transportation
 - a. Airfare: Coach class
 - b. Mileage: Most current IRS rate per mile
 - c. Airport: Parking fees, taxi or airport transportation service to/from airport/hotel
2. Meals
 - a. The amount claimable for meals are the actual amounts expended up to \$65 per day, inclusive of taxes and gratuities.
 - b. In situations where a meal is provided, or included in a conference registration fee, claims for meal allowances will not be paid.
 - c. Detailed receipts are required for reimbursement.
3. Hotel/Lodging
 - a. Any room, other than a suite, will be reimbursed as necessary for the day immediately preceding the day on which the meeting is to be conducted through the day on which the meeting is concluded.
4. Personal Entertainment
 - a. Personal entertainment is not reimbursable such as in-room movies, valet service, and alcoholic beverages.

Source: U.S. Government's General Services Administration Domestic Per Diem Rates. Reference www.gsa.gov/perdiem

Approved: 01/12/10

Amended: 06/14/22