

NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

Series 700

POLICY TITLE EMPLOYEE TRAVEL COMPENSATION

No. 705.5

The mode of transportation selected for travel shall be at the most reasonable rate and be the most efficient available. See Policy 401.7.

Meals

Meal expenses will be reimbursed only when incurred with overnight travel for school-related business. Meals within the state will be reimbursed at a rate not to exceed \$35.00 per day. For travel for less than a full day, meal rates will not exceed \$5.00 for breakfast, \$11.00 for lunch, and \$19.00 for dinner. Out-of-state meal reimbursement will be limited to \$65 per day. All per diem amounts include tips and detailed receipts must be submitted. Payment is based on actual cost.

Hotel

While double occupancy is encouraged when feasible and appropriate, single occupancy may be approved in certain situations. The District will reimburse only for the time spent during attendance at the meeting or conference. Hotel receipts and/or bills must be attached to the travel reimbursement form.

Taxis, Limos, Busses

Usual charges for these services will be reimbursed. Charges over \$15.00 must have a receipt attached to the reimbursement form.

Airfare

Travelers must arrange for the most economical airfare available. Only coach fare will be reimbursed. Receipts and ticket stubs must be attached to reimbursement form.

Automobile

The District will reimburse for the authorized use of personal vehicles for District business at the maximum rate allowed by the Internal Revenue Service for the actual number of miles driven.

Other Authorized Expenses

Rental cars, parking, business, telephone and other miscellaneous items will be reimbursed provided proper receipts are attached to the reimbursement form.

Unauthorized Expenses

Personal items such as alcoholic beverages, entertainment, personal telephone calls, laundry, or dry cleaning are not authorized expenses and therefore, will not be reimbursed.

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