

**TRAVEL EXPENSES**

The district or school may provide funds for a substitute when it is to the benefit of the program to excuse an employee from regularly assigned duties to attend meetings, conferences, or committees.

All necessary legal expenses of attending such meetings may be a charge against district or school funds as authorized by the immediate supervisor. Such expenses include:

1. Lodging and Meals – When possible, lodging is limited to \$75 per person per night/double occupancy. The daily allowance for meals is \$45.00 maximum per day including tips. When a single meal is needed, allowances are: \$8.00 for breakfast, \$12.00 for lunch, and \$25.00 for dinner. The Superintendent or CFO may extend the allowances for conference attendance. No alcohol will be reimbursed.
2. Transportation – Reimbursement will be limited to the least expensive mode of travel. (e.g. mileage compared to airfare)
3. Registration Fees – Professional organization dues shall not be paid with district funds as part of the conference registration fee, unless membership provides a discount in registration equal to or greater than the cost of membership.
4. Miscellaneous Fees – Taxi fares, bridge tolls, business telephone calls and faxes, and parking fees.
5. Car rental reimbursement claims will require Superintendent or CFO approval.
6. Receipts are necessary for reimbursement claims.

Travel arrangements, conference registration fees, meals, and lodging that are offered as part of the conference program, may be prepaid upon appropriate approval using district purchase order procedures. For processing, a copy of the conference program and hotel accommodation information must accompany the purchase order.

**Mileage Allowance**

Employees shall receive per mile reimbursement for all authorized mileage if their personal vehicle is used. The Internal Revenue Service (IRS) of the Federal Government will set the rate.