

EXPENSE REIMBURSEMENTS

School district employees and members of the Board will be reimbursed for certain out-of-pocket costs incurred while traveling out of the district for school related activities.

Only expenses essential to the purpose of the trip will be reimbursed. Expenditures for telephone calls home, entertainment and similar expenses are personal in nature and are not reimbursable.

Receipts will be required for all expenses over \$10.00, other than meals. This includes receipts for airline tickets, motel bills, taxi or other airport transportation and all other expenditures except meals.

The maximum in-state travel allowance for meals and lodging is as follows:

| | | <u>Leave by</u> | <u>Return by</u> |
|-----------|---------|-----------------|------------------|
| Breakfast | \$5.00 | 5:31 AM | 7:59 AM |
| Lunch | \$9.00 | 11:31 AM | 12:59 PM |
| Dinner | \$12.00 | 5:31 PM | 7:59 AM |
| Lodging | Actual | | |

The maximum out-of-state travel allowance for meals and lodging is as follows:

| | |
|-----------|---------|
| Breakfast | \$8.00 |
| Lunch | \$11.00 |
| Dinner | \$17.00 |
| Lodging | Actual |

Mileage allowance when traveling by private automobile will be \$.40 per mile. Exceptions to the \$.40 mileage allowance are Board of Education members and mileage in lieu of bus transportation. Mileage for those exceptions is the state rate of \$.37 per mile.

Airplane allowance will be Actual.

(ADOPTED: October 10, 1994)
 (REVISED: October 25, 1999)
 (REVISED: April 13, 2004)
 (REVISED: January 15, 2008)