REIMBURSEMENT FOR TRAVEL EXPENSES

All travel reimbursements, to be paid from any District fund, must receive advanced administrative approval. To be eligible for reimbursement, all claims for mileage and other reimbursable items must be pre-approved and submitted in Skyward within thirty (30) days of the latest expense included on the claim(s).

MEALS

Reimbursement rates up to the limits provided below for meals, which will include tax and tip are as follows:

Breakfast: $15.00 Lunch: $20.00 Dinner: $30.00

Reimbursement for meals will be allowed on the following conditions:

1. Breakfast: Non-reimbursable, except with an approved overnight stay. Not reimbursable if free-continental breakfast is available at hotel or conference
2. Lunch: Reimbursable, if the event begins before and continues through the customary lunch period, is not already included as part of the pre-approved event, and is a pre-approved expense.
3. Dinner: Non-reimbursable, except with an approved overnight stay and not including the day of return.

Meals that are pre-approved, for the amounts listed herein, will require detailed receipts substantiating the meal claim(s). Reimbursement will be disallowed for unsubstantiated claims.

LODGING

Unless approved in advance by a supervisor, payment for all lodging, registration and other approved travel related expenses should be made with the District p-card. The District is tax exempt and it is the responsibility of the employee to ensure that the District is not being charged sales tax and usually motel/hotel tax. A receipt for lodging must be turned in with any reimbursement claim that includes overnight lodging.

The employee will be responsible for the cost of additional persons in the room such as a spouse and/or children.

MILEAGE

Mileage will be reimbursed at the IRS approved rate for the current calendar year. Unless advanced administrative approval is received, mileage will be paid to only one person when multiple individuals are attending the same event at the same site. Reimbursement will not be made for non-business required travel.

OTHER TRAVEL EXPENSES

The District will pay for airline tickets at the coach rate. Employees are encouraged to "shop" for discounted rates whenever possible. Other expenses such as parking, rideshare, rental cars and other incidentals will be reimbursed when they are a necessary part of attending the school related event.

UNALLOWABLE COSTS
The District will not reimburse for parking violations, traffic tickets, bar bills for alcoholic and non-alcoholic beverages consumed in a social setting, accidents, and any other non-business related expense. Non-alcoholic beverages consumed as part of a meal will be allowed. Alcoholic beverages consumed as part of a meal will not be reimbursed. Meals included in the cost of lodging or registration fees are not reimbursable as separate items.

APPROVAL
Travel must be requested in advance by using the district process. Approval must be received in advance of any travel to permit processing prior to starting travel. A budget account number is required. Upon authorization and processing, the approved request will be communicated with the requesting staff.

APPROVED: September 10, 2001
March 21, 2005
October 17, 2005
July 15, 2013
September 18, 2017
JULY 20, 2026