

Travel Expense Guide



Meals

Employee Travel		
Meal	Maximum Rate	Time
Breakfast	\$10.00	Depart before 6 am
Lunch	\$12.00	Depart before 11 am
Dinner	\$20.00	Arrive home after 7 pm
Daily Max.	\$42.00	

First meal out is NOT reimbursed; NO reimbursement for travel less than 50 miles from home

NO reimbursement for meals provided by conference, host, hotel, event, etc. including continental breakfasts

Employees may request meal reimbursement upon return for actual cost or the Maximum Rate, whichever is less

No receipts are required for EMPLOYEE meal reimbursements

Student Travel (Students & Adults)		
Meal	Maximum Rate	Time
Breakfast	\$10.00	Depart before 6 am
Lunch	\$12.00	Depart before 11 am
Dinner	\$17.00	Arrive home after 7 pm
Daily Max.	\$39.00	

First meal out is NOT reimbursed; STUDENT and ADULT travelers must sign Receipt Log upon receipt of funds/meals

NO reimbursement for meals provided by conference, host, hotel, event, etc. including continental breakfasts

Maximum Rate will be paid in advance for students and accompanying chaperones/coaches/drivers

Receipt Logs and unused funds MUST be returned to District for STUDENT travel, including chaperones/coaches/drivers

Lodging

Employee Travel
Lodging may not exceed maximum rate per night. See <i>State of Arizona Travel Policy</i> for maximum allowable lodging rates
Base lodging rate is \$98.00 plus tax; higher allowable rates may apply depending on the location and time of year
Maximum lodging rate may be exceeded if the stay is at a conference/event hotel
Employees must pay for any hotel incidental costs when checking out

Student Travel (Students & Adults)
Lodging may not exceed maximum rate per night. See <i>State of Arizona Travel Policy</i> for maximum allowable lodging rates
Lodging provided for state tournaments if needed, or upon Superintendent approval
Any lodging for STUDENT travel must be approved by Superintendent in advance
Students/Adults must pay for any hotel incidental costs when checking out

Transportation

Employee Travel
Employee should use a District vehicle for travel if available
District approval required for use of personal vehicle or other common carrier
Driver must show driver's license and proof of vehicle insurance upon vehicle checkout
Personal vehicle mileage reimbursement rate 62.5 cents per mile (for employees, board members and contract carriers)
Mileage reimbursement calculated to/from home or place of work, whichever is less
Parking fees, public transportation fares, tolls and other incidental costs will be reimbursed with receipt
Governing Board approval required for travel over 400 miles one-way

Student Travel (Students & Adults)
Students MUST travel in District vehicles (unless approved in advance in writing)
Driver must show valid driver license upon checkout of car/van/truck
The District encourages car/van/truck drivers to pass the District van driver certification prior to driving students
Governing Board approval required for travel over 400 miles one-way

REFERENCES

For Lodging rates see:

[State of Arizona Accounting Manual - TRAVEL \[Topic 50; Section 95\]](#)

Governing Board Policy Manual and Administrative Regulations: DKC; DKC-R; EEB; EEB-R

Effective 2/15/2023