

## **Box Elder School District Travel Procedure**

1. Mileage will be paid for use of personal vehicle at 80% of the IRS approved rate. Employees are encouraged to use a district car if one is available and carpool whenever possible. Lodging will not be paid for a 1 day workshop within 100 miles of the district office. Multiple day workshop lodging and travel will be paid at the lowest cost to the district. (Lodging verses mileage)
2. All out of district travel for school district business must be approved in advance by the immediate supervisor.
3. Registration, lodging and airfare should be made in advance and will be paid by the district with receipts and conference information attached.
4. A daily per diem for meals and incidentals will be paid in advance to the employee based on the IRS guidelines for out of state travel. In-state will be paid at 80% of Utah State meal allowance. \$37 per day. (\$9 Breakfast, \$12 Lunch, \$16 Dinner)
5. Federal guidelines will be followed on determining reimbursement of meals and incidentals for part day travel. Day of arrival and departure will be paid at 75% for Meal and Incidental expenses.
6. Standard airport parking and shuttle service to and from the airport for the conference or to the conference from a non-conference hotel will be paid with submitted receipts within two weeks after the end of travel.
7. Meals provided for the employee at the conference or hotel should be deducted from the daily per diem using the federal guidelines for each meal for out of state and the district guidelines for in state.
8. The district will only pay for the employee business portion of travel; any expenses for a partner must be paid by the employee. All costs for extra time spent out of town for personal purposes should be paid by the employee and taken as leave.

9. Employees are expected to attend the full workshop as scheduled. Cancellations due to emergencies should be handled with the immediate supervisor as early as possible so replacements can be found. Except for emergency situations, cost of changes, cancellation, or unused rooms, fees, or tickets will be the employee's responsibility.
10. The district will only pay the least expensive cost for workshops and travel. Direct routes on mileage, coach airfare, convention motel, closest workshop location, or best value motels should be considered and reviewed with the program director or immediate supervisor in advance if there are any questions. Rental cars must be approved in advance by the director or supervisor and must be reserved through state travel for insurance purposes (800)367-3230 [statetravel@utah.gov](mailto:statetravel@utah.gov). All payments are at the discretion of the program director.
11. Alternative lodging such as timeshare, travel club membership will be reimbursed at the IRS rate. A verification of the amount should be submitted with conference materials. This should be approved in advance by the principal and director over the program.
12. Business center usage, network access, and other conference materials will be paid for at the program directors or immediate supervisor's discretion based upon value to the district. The district will not pay for extra cost for continuing education, college credits for a workshop, entertainment or site seeing. These procedures are not meant to preclude other travel arrangements made with employees to maximize budgets. (Such as employee paying a portion of the travel expenses)
13. Educators convention money and Administrative Development or other district training money will not be paid in excess of the above guidelines and may be paid at lower percentages upon mutual agreement between the district and employee.
14. Appropriate travel reimbursement from travel budgets include travel for local meetings and District Sponsored activities (i.e. NUCC Conference), representing the District at assigned State

- meetings, travel to make bank deposits, travel to night time and away from campus school activities, emergency trips to purchase supplies and materials etc. \*Monthly trips to Logan/Ogden to pick up supplies that are locally available, daily to and from your assigned school (commute), trips to State, regional, or national conferences, etc. are not appropriate uses for this budget. (See professional development below)
15. Professional Development accounts have been established to support attendance and travel to State, regional, and national conferences. All expenses (registration, meals, per diem, travel, etc.) associated with attendance at such conferences/meetings should be paid from Professional Development budgets.
  16. Hourly employees will be compensated for their travel time at their contracted rate. Travel time is calculated from the employee's primary work location or home (whichever is closest) to the destination hotel and from the destination hotel back to their primary location or home (whichever is closest). An hourly employee will not be compensated for extra time if an extra stop is made between a work location/home and destination hotel (i.e.. stopping for a meal or to sightsee, shop, etc...). Hourly employees will also be compensated at their contracted rate for time spent in all meetings or trainings related to their purpose of travel.