

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. This includes receipts for airline tickets, meals, hotel bills, taxi, or other airport transportation, and all other expenditures. Meal expenses will only be paid if the travel is more than 24 hours in duration, or single-day state-level competitions. Staff may request meal expenses in advance, based on expected leave and return times. Students' meal expenses will be paid ahead of time on a per diem basis, based on expected leave and return times.

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

	Staff	Students	Leave Before	Return After
Breakfast	\$ 6.00	\$ 5.00	5:31 a.m.	7:59 a.m.
Lunch	14.00	\$ 8.00	11:31 a.m.	12:59 p.m.
Dinner	20.00	\$ 12.00	5:31 p.m.	7:59 p.m.

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

Breakfast	\$10.00
Lunch	\$18.00
Dinner	\$28.00

Mileage allowance when traveling by private automobile will be the state rate per mile, effective July 1st of each fiscal year. The rate is 51¢ per mile.

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