

Watertown School District 14-4

STAFF CONFERENCES/TRAININGS/WORKSHOPS

Travel shall be authorized or approved in advance by the employee's supervisor.

Travel by privately owned automobile shall be reimbursed at a per mile rate as established by the state of South Dakota, "state rate", when traveling on official business. Air travel accommodations are limited to one tourist seat per individual. In no case may the mileage allowance exceed the round-trip air fare.

Employees shall be allowed reimbursement for meals and lodging when traveling overnight on official school business as per in-state and out-of-state rates as established by the state of South Dakota, "state rate". When in-state rates are not available, employees will be reimbursed their actual lodging expenses.

Reimbursement for rates that exceed in-state rates must receive prior approval by the employee's immediate supervisor.

Requested meal allowances that are associated with an overnight stay are to be included on the authorized travel statement along with other travel expenses, as indicated below. Meals not associated with overnight travel are the responsibility of the employee and will not be reimbursed.

Employees shall be reimbursed for meals that are associated with an overnight stay when they are conducting official school business between the times stipulated below:

Breakfast	5:31 A.M.	7:59 A.M.
Lunch	11:31 A.M.	12:59 P.M.
Dinner	5:31 P.M.	7:59 P.M.

Employees requesting reimbursement must submit a claim on an authorized travel statement. The claim must be itemized and state the purpose of the travel. Receipts for expenditures related to lodging and transportation, but excluding meals, must be submitted to support a claim for reimbursement. Meals will be reimbursed as stated by the claim reimbursement; Travel Statement/Claim form is available in the Business Office. Lodging and transportation claims must be supported by a receipt.

Policy

Adopted: 7/1/93

Revised: 11/94; 7/1/95; 6/9/97; 1/11/99; 7/8/02; 5/10/10; 9/10/18