

<b>TITLE:</b> Reimbursement Guidelines		<b>NUMBER:</b> 513.4
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**By: Superintendent Geoffrey M. Thomas**  
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**By: Superintendent Geoffrey M. Thomas**  
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**By: Superintendent Geoffrey M. Thomas**  
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The following guidelines will be used in determining reimbursement of an employee's travel expenses for district approved travel.

1. Employees shall use a district vehicle for travel if one is available. To schedule a district vehicle, employees should contact the transportation department. If it is necessary that a private vehicle be used for district approved travel, the district will pay 100% of the federal allowable mileage rate (effective July 1<sup>st</sup> of the following fiscal year) for using the private vehicle. The district encourages traveling together whenever possible to consolidate travel costs. When traveling by air, 30 day advance purchase fares are recommended.
2. The district will pay 80% of the federal meal & incidental expense (M&IE) per diem rate using the IRS's high-low method to reimburse employees for approved travel where the employee will be away from home overnight (effective July 1<sup>st</sup> of the following fiscal year). The high cost area rate will be paid for travel to high cost areas as defined by the IRS regulations. For partial days the per diem rate will be prorated by the following percentages and rounded to an even dollar amount: breakfast (leave before 8:00 a.m.) 22%; lunch 33%; dinner (travel ends after 7:00 p.m.) 45%.
3. The district will pay actual costs of registration and other conference expenses.
4. The district will pay the actual single room cost of housing or one-half the room cost when sharing a double room.

