

**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. 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	\$ 4.00	5:31 a.m.	7:59 a.m.
Lunch	11.00	\$ 5.00	11:31 a.m.	12:59 p.m.
Dinner	15.00	\$ 7.00	5:31 p.m.	7:59 p.m.

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

Breakfast	\$ 10.00
Lunch	14.00
Dinner	21.00

Mileage allowance when traveling by private automobile will be the state rate per mile, effective July 1<sup>st</sup> of each fiscal year. The rate is .42¢ per mile.

Adoption date: February 9, 2009  
Revised on: September 10, 2012  
Revised on: October 12, 2015