

## NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

### Series 700

#### ADMINISTRATIVE REGULATION EMPLOYEE COMPENSATION REGULATION No. 705.5R

All travel should have a travel reimbursement form completed with all documentation attached including proper approvals before being submitted to the Business Office.

The mode of transportation selected for travel shall be at the most reasonable rate and be the most efficient available.

#### **Meals**

Meal expenses will be reimbursed only when incurred with overnight travel for school-related business or business meeting meal expense. Meals within the state will be reimbursed at a rate not to exceed \$40.00 per day. Out-of-state meal reimbursement will be limited to \$65 per day. For travel less than a full day, the daily rates will be pro-rated accordingly. All per diem amounts include tips and detailed receipts must be submitted. Payment is based on actual cost.

#### **Hotel**

While double occupancy is encouraged when feasible and appropriate, single occupancy may be approved in certain situations. The District will reimburse only for the time spent during attendance at the meeting or conference. Hotel receipts and/or bills must be attached to the travel reimbursement form.

#### **Taxis, Limos, Buses**

Usual charges for these services will be reimbursed. Charges over \$15.00 must have a receipt attached to the reimbursement form.

#### **Airfare**

Travelers must arrange for the most economical airfare available. Receipts and ticket stubs must be attached to the reimbursement form.

#### **Automobile**

The District will reimburse for the authorized use of personal vehicles for District business at the maximum rate allowed by the Internal Revenue Service for the actual number of miles driven.

#### **Other Authorized Expenses**

Rental cars, parking, business telephone and other miscellaneous items will be reimbursed provided proper receipts are attached to the reimbursement form.

#### **Unauthorized Expenses**

Personal items such as alcoholic beverages, entertainment, personal telephone calls, laundry or dry cleaning are not authorized expenses and therefore will not be reimbursed.

#### **Reward Points**

Personal mileage points/lodging/or any other type of personal reward should not be received for traveling on district business.

Date Approved: June 22, 2020

Last Date Reviewed: July 15, 2024