

Staff Expense Reimbursement

1. Meal Reimbursement

- a. The district will reimburse for meal expenses incurred in the course of approved travel or district business.
- b. Meals include amounts spent for food, beverage, taxes and related gratuities (not to exceed 15-20 percent). Alcohol will not be reimbursed by the district.
- c. The actual cost of meals will be reimbursed at the rate not to exceed the U.S. General Services Administration (GSA) meal rate for the given city of travel and prorated for half or partial days of travel. Receipts for the reimbursable meals must be attached to the claim for reimbursement.

2. Lodging Expense Reimbursement

- a. The district will reimburse the full cost of reasonable lodging for approved district business travel.
- b. If a spouse or family shares lodging with the staff member, the cost beyond the single rate is the responsibility of the individual.

3. Mileage Reimbursement

Mileage for approved district business travel in a private vehicle shall be reimbursed at the current per mile rate established by the Internal Revenue Service (IRS). Insurance costs are included as part of the mileage reimbursement. The owner or driver of the vehicle is responsible for providing adequate insurance coverage which serves as primary coverage.