

Klamath Falls City Schools

Code: **DLC-AR**

Adopted: 2/8/06

Readopted: 10/09/06; 1/2/07; 1/2/08;
1/01/10; 1/09/12

Orig. Code(s): 31203 AR

Staff Expense Reimbursement

1. District per diem rates for meal reimbursement:
 - a. The district per diem rate for in-state travel meal reimbursement is \$30.00/day (\$7.00- \$7.00-\$16.00);
 - b. The district per diem rate for out-of-state travel meal reimbursement is \$42.00/day (\$9.00-\$9.50-\$23.50);
 - c. An employee may claim up to the out-of-state rate of \$42.00/day (\$9.00-\$9.50-\$23.50) in Portland/Salem/Eugene with attached receipts.
 - d. The district per diem rate will be set to match Southern Oregon ESD's meal reimbursement rate.

2. District mileage rate for travel by car:
 - a. \$.555 per mile
 - b. The mileage rate will be set to match the Internal Revenue Service for mileage reimbursement.