

# Paisley School District 11

Code: **DLC**  
Adopted: 5/13/13  
Orig. Code(s): DLC

## **Reimbursement for Travel**

The superintendent shall approve all meeting registration, meal and lodging costs in advance of travel. Employees must complete the "Travel Reimbursement Report" located in the district office to receive travel reimbursement or per diem payments. Receipts must be attached (if applicable).

### **Travel Reimbursement Rates**

Employees attending any meeting approved by the district may be reimbursed for actual approved meal expenses, not to exceed the current standard meal per diem rate set by the U.S. General Services Administration (<http://www.gsa.gov/portal/category/100120>) for Lake County, Oregon. Current meal allowance rates will be outlined on the "Travel Expense Reimbursement Report" located in the district Office.

Employees are encouraged to use district provided transportation. Permission to use a private vehicle for school-related business must be granted in advance.

If district transportation is not available, expenses for mileage will be at the current Standard Mileage Rate (IRS Notice 2012-72, Section 2, or current issue). If district transportation is available, employees may request to use their own transportation with the understanding that they will receive reimbursement at the current IRS basis reduction amount treated as depreciation (IRS Notice 2012-72, Section 3, or current issue), plus actual fuel receipts (must be attached to Report). It is each employee's responsibility to ensure vehicle safety and appropriate insurance when using privately owned vehicles.

### **Travel Per Diem Payments**

Employees may request meal and mileage per diem payments in advance of attending meetings approved by the district at the rate listed on the current Travel Expense Reimbursement Report located in the district office.

### **Lodging**

Employees shall make every effort to obtain lodging at or below the current GSA lodging per diem rate (<http://www.gsa.gov/portal/category/100120>) based on the location of the work activities. If lodging is not obtainable at said rate, employees shall request pre-approval for lodging costs that exceed the current, standard GSA rate. Whenever possible, the district business manager will make the lodging reservations for employees.

\*Mileage Reimbursement Rates for Distance Learning Program Employees

Employees of the Distance Learning Program will receive the approved mileage rate stated on the current Memorandum of Understanding between the Paisley School District and the Education Association of Paisley.

Reimbursement for mileage will be submitted to the business manager on a monthly basis after review and signature by the distance learning program principal. All meal and lodging rates outlined in this policy are applicable to employees of the Distance Learning Program.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-1660](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

**Cross Reference(s):**

EEBB - Use of Private Vehicles for School Business