

Silver Falls School District 4J

Code: **DLC-AR**
Adopted: 8/10/93-U
Readopted: 9/8/97; 8/1/01

Expense Reimbursements

Reimbursement is subject to receiving appropriate receipts.

Mileage will be paid at the Federal rate.

If the school business necessitates meals, lodging or registration fees, the superintendent shall use the following guidelines:

<u>Meals:</u>	Breakfast	-	Actual to a maximum of	\$ 6.00
	Lunch	-	Actual to a maximum of	\$ 7.00
	Supper	-	Actual to a maximum of	<u>\$12.00</u>
			TOTAL	<u>\$25.00</u>

Lodging: Actual to a maximum of \$70 per night.

Registration Fees: Actual fees.

Statewide Teacher In-service Day: Actual registration fees plus mileage reimbursement to a maximum total of \$75.

Employees attending conferences necessitating breakfast, lunch and dinner will be reimbursed actual cost to a maximum of \$25 per day for meals.

Exceptions to the maximums are subject to approval by the principal and superintendent.