

## Expense Reimbursement

1. District rates for meal reimbursement:

- a. The district rate for in-state travel meal reimbursement shall not exceed \$30 per day (\$6/breakfast; \$8/lunch; \$16/dinner).
- b. The district rate for out-of-state travel meal reimbursements shall not exceed \$37 per day (\$7/breakfast; \$10/lunch; \$20/dinner).

For travel that occurs for only a portion of a day, the cost of meals will be reimbursed with an itemized receipt, providing the approved travel time meets the following requirement:

- Breakfast: Reimbursement may be claimed if travel begins by 6:00 a.m. and ends after 9:00 a.m.  
Lunch: Reimbursement may be claimed if travel begins by 11:00 a.m. and ends after 2:00 p.m.  
Dinner: Reimbursement may be claimed if travel begins by 4:00 p.m. and ends after 7:00 p.m.

Meals included in a registration fee are not reimbursed separately.

2. District mileage rate for travel by car:

- a. Staff members are encouraged to request a district vehicle for out-of-district travel and should be arranged so that the most number of staff members can be accommodated with the fewest number of cars. Contact the transportation supervisor for availability of a vehicle.
- b. If a district vehicle is not available and staff members are required to use their personal vehicle, the mileage rate will be set to match the Internal Revenue Service for mileage reimbursement.
- c. If a district vehicle is available but the staff member chooses to drive their personal vehicle, the mileage reimbursement will be at a reduced rate.

3. District reimbursement for hotel expenses:

- a. Reasonable hotel expenses may be claimed for prior authorized conference when the situation merits accommodation.
- b. Expenses are expected to be necessary and reasonable with the provision that accommodations may be in the conference headquarters hotel.
- c. Rooms should be shared with appropriate personnel whenever possible.

4. The district does not reimburse for tips, alcohol, room service charges, personal phone calls or charges incurred by a spouse accompanying along on trip. An itemized receipt is required for reimbursements.