



# Winston-Dillard School District 116

Code: **DLC-AR(1)**  
Revised/Reviewed: 7/10/02; 3/16/11; 10/08/14  
Orig. Code(s): DLC-AR

## Travel Procedure

Payment or reimbursement for staff travel shall be processed in accordance with the following guidelines:

1. In-District Travel:

In-district mileage will be paid upon receipt of a "Travel Record and Mileage Request" form (see attached). The rate is based on distances required for travel on district business. Actual mileage traveled on district business will be reimbursed at the IRS rate per mile.

2. Out-of-District Travel:

All requests for out-of-district travel will be processed through the appropriate supervisor for consideration and/or approval. All requests must include a completed travel voucher with copies of registration materials. (See DLC-AR(3) - Request for Out-of-District Travel)