

TRAVEL PROCEDURE

Per the Travel Reimbursement Policy, incidental travel does not require prior approval. Incidental Travel is defined as costs including transportation fees shuttles, taxis, tolls, parking, etc. and mileage reimbursement for mileage within _____ miles of the employee's regular place of employment and other. Mileage required for travel embedded in the regular course of job duties is also considered incidental (Statewide meetings, administrator travel between buildings, statewide professional organizations, etc.)

Mileage:

Travel for all miles on district business in excess of normal commuting miles is to be by the most direct route and will be reimbursed at (select one from below)

_____ the IRS per-mile rate in effect at the time of travel

_____ other established local rate of \$ _____.

Workshops and Conferences:

Requests to attend a conference or workshop must be approved in advance by the appropriate Administrator.

Registration fees are limited to the actual cost of the conference.

Transportation is limited to the most cost-effective rate considering circuitous routing, unreasonable hours, and excessive prolonged travel. Transportation may include air, rail, bus, vehicle, etc.

Rental cars are limited to the most cost-effective rate considering the needs of the individual(s).

Other necessary transportation fees such as shuttles, taxis, tolls, parking, etc. are reimbursable.

Lodging at the conference venue is reimbursable. In the event that such lodging is unavailable then lodging is limited to the most cost-effective rate considering proximity and access to transportation.

Meals will be reimbursed (select one from below)

_____ at a maximum per day allowance of \$ _____

_____ at a maximum per meal allowance of \$ _____

_____ based on actual itemized receipts subject to a maximum \$ _____

_____ at the rate established by the IRS which can be found by going to GSA.gov

Only expenditures addressed in this procedure are considered reimbursable.