Lancaster School District 356

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LANCASTER SCHOOL TRAVEL POLICY

The Lancaster School District Board of Directors has established a Travel Policy for travel, lodging and meals for district employees and students.

Travel:
When possible, the district requests employees to use district vehicles for travel purposes. At times when there are no vehicles available or when employees are not comfortable driving a school vehicle (and are not transporting students), their personal vehicle may be used upon prior approval by the Supt. or Business Manager. When use of employee's personal vehicles is prior approved, the IRS standard mileage reimbursement rate will be used.

Meals:
Approved meal reimbursement amounts are as follows (when using the credit card, please be sure and only charge these amounts and submit detailed receipts):
$15.00 for breakfast
$20.00 for lunch
$28.00 for supper
$63.00 total

Lodging:
Employees should use discretion when selecting lodging for school functions and should be prudent in their choices.

- Employees requesting time off for travel arrangements should complete the online leave form and enter vehicle needs in the comments section.
- Employees requesting reimbursement for travel expenses should complete a Pay/Reimbursement Voucher and attach the detailed receipts.

Additional Travel Policy Information:

- Receipts must be detailed. Examples:
    - Meals receipts must show what was purchased. A grand total is not acceptable. Alcohol may not be purchased with school funds.
    - Gas/Fuel receipts must include the number of gallons, the amount per gallon and the total.
    - Hotel receipts must show the detail of room charges, tax, etc.
- Any items charged to the credit card that do not have a detailed receipt will need to be paid for by the employee who charged the items or that employee will need to contact the vendor to obtain a detailed receipt.
- Remember to stay within the approved meal totals included in the Travel Policy.