NORFORK PUBLIC SCHOOLS
TRAVEL REGULATIONS

Adopted 07-31-2023

Travel regulations are designed to reimburse the traveler for certain expenses within certain limits when traveling on official business from the Norfork School District. Please keep in mind that only official business expenses are reimbursable, and must be pre-approved by the building Principal.

MEALS:

All meals will be paid for by the traveler and will be reimbursed on a per diem basis for approved travel for employee only according to the following chart.

MEAL	REIMBURSABLE RATE
BREAKFAST	$12.00
LUNCH	$20.00
DINNER	$32.00
TOTAL	$64.00 (75%) $48.00

On the day of departure and the day of return, as indicated on the travel request form, the traveler may only claim 75% of the per diem amount. Itemized receipts for meals must be provided. Travel reimbursement forms with itemized meal receipts, mileage, hotel receipts and gas receipts for school vehicles must be submitted to the Admin Office within *5 working days*. *Meals that are provided during the trip must be reported*, and will be deducted at the above allowable rate. Please attach all receipts to the TR1 form.

MILEAGE REIMBURSEMENT:

The School Vehicle must be used, when available, for any trip. Please call and schedule the vehicle through the transportation supervisor, 870-421-2046. Priorities will be given to the longest trips and those trips that require taking the most individuals. If you contact Levi and the school vehicle is not available, you will be reimbursed according to the mileage scale included in this policy. If you choose to use your own vehicle for the trip and the school vehicle is available, no mileage reimbursement will be made. Mileage will be reimbursed at the rate of .45 cents per mile and will be figured from Norfork to destination and back to Norfork as shown on MapQuest.
Norfork Schools assumes no responsibility for any maintenance, operational costs, accidents, fines or tolls incurred by the owner of the vehicle while on School business.

LODGING:

Actual expenses for lodging will be reimbursed (with proper receipts) for hotel costs approved by the building Principal. Expenses for entertainment, room service, tips, valet services, laundry, alcoholic beverages or other similar expenses are not reimbursable.

TRAVEL NOT REQUIRING OVERNIGHT LODGING:

Meal expenses incurred during travel where overnight lodging is not required, cannot be reimbursed by the District. (IRS Publication 525)

TRAVEL FOR EMPLOYEES FOR PROFESSIONAL DEVELOPMENT:

Travel for professional development which is being used as a required contractual day will not be reimbursed.