

Banks School District 13

Code: **DLC-AR**
Adopted: 1/11/93; 7/10/00
Revised/Readopted: 2/11/08
Orig. Code(s): DLC-AR

Travel Expense Reimbursements

The purpose of these administrative regulations is to provide procedures for the reimbursement of necessary out-of-pocket expenses incurred by district personnel because of travel on official District business. Each administrator/supervisor is charged with the responsibility of determining the availability of budgeted funds to be used by members of his/her supervised staff.

I. Reimbursement for Meals

Employees covered by collective bargaining agreements shall receive reimbursement for meal expenses. The applicable maximum reimbursable expenses for meals, including gratuity, and incidental expenses shall match the U.S. General Services Administration Per Diem Rates for the location of the expense.

II. Reimbursement for Lodging

Employees covered by collective bargaining agreements shall receive reimbursement of lodging expenses up to the U.S. General Services Administration Per Diem Lodging Rate, excluding tax, for the location of the lodging.

(U.S. General Services Administration Per Diem Rates are currently available at their website http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC and are updated each October 1st.)

III. Reimbursement for Vehicle Expenses

Job-related travel (except the regular daily travel to and from work) will be reimbursed at the current Internal Revenue Service mileage reimbursement rate.

Use of Rental Vehicle: Rental vehicles should be used only when their use will effect a savings or otherwise be more advantageous to the District, or when the use of other transportation is not practical.

IV. District Payment for Transportation by Air or Rail Carrier

Prior approval must be obtained from a district employee's administrator/supervisor and the superintendent for reimbursement for travel either by aircraft or railroad. Following past practice, the district will pay in advance the cost of coach fare in accordance with normal accounts payable procedures upon the presentation of original statement or invoice from the carrier or travel agency.

V. Exceptions to the district's meal and lodging limits may be made with prior superintendent approval.