

**STAFF AND PERSONNEL  
SERIES 400**

**405.2**

**TITLE:        TRAVEL REIMBURSEMENT**

If the Board of Trustees elects to require staff attendance at an educational meeting not located on the District's property, the School District will compensate the costs associated for such meeting as follows:

- School personnel will be allowed reimbursement for use of their cars or actual air coach fare, whichever results in the least cost to the district, for travel on school district business at the most current Federal rate of reimbursement
- Meeting supplies/conference materials, parking, taxi/limousine service, conference fees/registration.
- Lodging will be paid up to \$100.00 per night in-state and \$150.00 per night out of state. Lodging that exceeds these amounts must have prior approval from the Superintendent.
- Meals shall be reimbursed on the basis of up to \$40.00 per day in-state and \$55.00 per day out-of-state. Exceptions to lodging and meal costs may be approved by the Superintendent. Tips not to exceed 15% shall be reimbursed by the district.
- Payments shall be paid on lesser amounts if costs are less than above.

Travel advances are to be allowed only when the necessity for such advance has been approved by the Superintendent.

As a general guideline, advances for single day trips within Idaho shall not be allowed; multi-day Idaho or out-of-state travel advances may be allowed at the discretion of the Superintendent. Failure to follow travel advance policies and procedures of the District will result in no further advances being made to that employee.

A brief, written report to the Superintendent shall be required of teachers who attend required workshops outside the School District.

Any and all forms or procedures associated with Travel Reimbursement shall be addressed by the District through administrative procedures.

Revised: 9/08/2008

Revised:   9/9/2013