

Minidoka County Joint School District (MCSD) will reimburse employees for employment-related travel costs in a consistent, non-discriminating manner.

Each employee seeking reimbursement for travel expenses related to their employment with the District MCSD should gain prior approval for the trip from their immediate supervisor and fill out the appropriate travel forms and submit them to the District Service Center (DSC) for reimbursement or for advanced payment. Advanced per diem payment will only be given when travel is out of radius and/or includes more than a two night stay. All other travel expenses will be paid as a reimbursement.

**Rate Per Mile**

The District MCSD pays \$0.45 per mile for approved travel.

**Calculation of Mileage**

The mileage calculation must not exceed the mileage reported between cities and towns on the District Mileage Chart.

**Meal Allowance**

MCSD will pay the lesser of the cost of the meals consumed or the meal allowances listed below. Receipts for travel-related expenses, including meals, should be kept and submitted for reimbursement ~~or related to advanced payment.~~

Employees should take advantage of meals offered by the sponsor of the program and/or convention, including food at trade shows and continental breakfasts. Meal allowances or expenses will not be paid for meals provided by program sponsors.

Maximum meal allowances are listed below:

| <u>In-State</u>   | <u>Out-of-State</u> |
|-------------------|---------------------|
| \$10.00 Breakfast | \$10.00 Breakfast   |
| \$15.00 Lunch     | \$15.00 Lunch       |
| \$20.00 Supper    | \$30.00 Supper      |

In accordance with IRS rules meal allowances are only allowed as part of overnight travel. If lunch is not provided as part of a full day conference or workshop then the District will not reimburse an employee for lunch.

**Lodging**

Motel rooms should be practical and clean. Extravagant and overly expensive lodging should be avoided. Exceptions to this standard would include lodging at hotels where programs or seminars are being held.

**Movies and In-Room Charges**

Movie expenses are not reimbursable by MCSD. In-room food or snacks will not be reimbursed by MCSD unless part of daily meal per diem rate. Room-service charges are not reimbursable. Charges for internet or connectivity services as required by work assignments are reimbursable.

**Parking/Rental Car/Taxi**

Charges for parking and transportation for work related travel are covered by MCSD. Rental cars should be economy class unless a larger vehicle is needed for more employees.

**Bar Expenses**

Bar or alcoholic drink expenses are not reimbursable by MCSD.



**LEGAL REFERENCE:**

**ADOPTED: August 20, 2012**

**AMENDED/REVISED:**