

Policy — 5341

Personnel

District Travel Policy and Procedure

General

All reimbursable travel of District employees must have been properly authorized; actually incurred; essential in achieving the goals of fulfilling the responsibility of the District; and conducted in the most economical and practical manner for the District.

Appendix "A"

Lodging

Lodging expense will be reimbursed at actual cost as long as the cost is not unreasonable or exorbitant.

Mileage and Meals

Private Vehicle -- Mileage will be paid at the rate established by the State of Idaho for state employees, effective July 1 of the fiscal year in which the State increases its rate.

Meals

In-State ~~\$30.00~~ \$61.00

Out-of-State ~~\$31.00~~ \$71.00

Appendix "B"

Maximum Per Diem Reimbursement Rates

Daily Per Diem Reimbursement (see definition of "per diem" in section 12A)

(a) In State ~~\$30.00~~ \$61.00 per day

(b) Out-of-State Per Diem Reimbursement Rate - ~~\$31.00~~ \$71.00 per day is the base.

In-State			Out-of-State		
Breakfast	\$6.50	\$16.00	Breakfast	\$6.50	\$19.00
Lunch	\$6.50	\$18.00	Lunch	\$6.50	\$21.00
Dinner	\$17.00	\$27.00	Dinner	\$18.00	\$31.00

Policy History:

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