

**EXHIBIT A – OAK PARK ELEMENTARY SCHOOL DISTRICT NO. 97’S
PERMISSIBLE TRAVEL EXPENSES**

Types of Official Business Applicable to this Policy. The School District shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official School District business. Types of official School District business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the School District’s mission.

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (\$0.53.5 for 2017)
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Breakfast	General Services Administration (GSA) city per diem daily rate.
Lunch	
Dinner	

Maximum Reimbursable Rates for Lodging	
In the Country	General Services Administration (GSA) city per diem rate.
Outside of the Country	As approved by the Board

The following expenses **shall not** be reimbursable:

Alcoholic beverages, spouse or family travel member’s travel costs, lost/stolen cash or personal property, personal items and services, laundry, cleaning, traffic citations, parking tickets, repairs, towing service, personal entertainment, extra costs for additional person(s) in room, additional charges for late checkout/cancelled guaranteed reservations, trip/flight insurance, extra baggage charges for personal items, childcare costs or lodging within 100 miles of the School District.