

BP 4133/4233/4333 All Personnel - Travel Expenses

The Board shall pay for actual and necessary expenses, including travel, incurred by any employee or Board member performing authorized services for the District. Separate rates, to include meal and/or lodging costs, will be established at:

- a) Rates within the state of Alaska will be reimbursed at the State of Alaska per diem rates for short term travel, and can be found at <http://doa.alaska.gov/dof/travel/resource/rates.pdf> in *Table B. Meal Periods and Prorated M&E Amounts*. in-district rate: \$60.00 per day for personnel away from homesites at other S.I.S.D. school sites (requires an overnight stay); after 24 hours, personnel will be reimbursed at the same rate on 6 hour increments. Meal rates are as follows: breakfast \$13, lunch \$16, dinner \$31.
- b) Rates outside the state of Alaska will be based upon the Federal per diem rates, found at <https://www.gsa.gov/travel/plan-book/per-diem-rates> Out of district meal allowances (requires an overnight stay) will be \$60.00 per day.
- c) All meal allowances require an overnight stay and will be reimbursed on the following increments: breakfast = midnight – 10:00 am; lunch = 10:01 am – 3:00 pm; dinner = 3:01 pm – 11:59 pm.
- d) Out of district Out-of-district overnight stays will be arranged by the district office. Per Diem will include meals and possible transportation such as taxi.

Personnel will have the option of requesting travel expenses prior to traveling but must have travel expense requests in to the business office a minimum of two weeks prior to travel date.

Transportation costs by air, commercial carrier, or taxi will be reimbursed. Any vehicle rental must have the prior approval of the Superintendent and will be authorized only for District business and only when absolutely necessary. Receipts on all transportation costs must be presented with requests for reimbursement.

The current Federal Mileage Reimbursement rate will be paid for the use of private vehicles for District business. All such use must have the prior approval of the Superintendent and not exceed limits established in the IRS "Circular-E" annual publication.

A rate of \$1.15 per mile applies to boating students one roundtrip per school day to and from the nearest attendance center or bus pickup point, whichever is nearest to the student residence. An In-Lieu of Agreement must be signed and on file in the business office. (4 AAC 27.031) Only actual miles in the agreement will be paid.

When there is no established bus route the current Federal Mileage Reimbursement rate will be paid for a private vehicle to transport students one roundtrip per school day

to and from the nearest attendance center or bus pickup point or with superintendent approval.

At the discretion of the Superintendent, reimbursement of reasonable expenses may be substituted for the above reimbursement rates, and the Superintendent shall have the discretion to reimburse reasonable expenses in lieu of transportation agreements.

Adopted: May 16, 1978

Revised: January 17, 1980; September 17, 1981; September 23, 1983; February 27, 1987; September 27, 1990; February 25, 1993; October 10, 1996

(cf. 3300 - Expenditures/Expending Authority)

Revised 6/03, 11/03, 11/05, 04/2018

Reviewed 03/26/08, 11/11

Adoption Date: 04/09/98

Southeast Island School District