

**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 | |
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| 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 | |
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| Breakfast | General Services Administration (GSA) city per diem daily rate. |
| Lunch | |
| Dinner | |

| Maximum Reimbursable Rates for Lodging | |
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| 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.