

## **FISCAL MANAGEMENT**

## **CODE: DKC-R** **REGULATION**

### **TRAVEL EXPENSES**

The following regulations shall apply to all employees and board travel and travel reimbursement.

1. All employee and administrative travel must be approved by the superintendent prior to the travel time. The principal may approve employee travel that has been anticipated or that has been included in the district budget.
2. All automobile travel will be in district owned vehicles. If no district owned vehicle is available, or desirable to the driver, private vehicles may be used. When a private vehicle is used, the superintendent may negotiate either fuel reimbursement or map mileage at the state rate for mileage reimbursement.
3. When public transportation is used, the district will reimburse the employee for the actual cost of the transportation. However, if air travel is involved the district will not pay reimbursement for first class air fare.
4. Lodging costs will be reimbursed at actual cost of sleeping at the convention or meeting site.
5. Meal costs will be reimbursed at actual costs of any meal function associated with the conference program or meeting. Where there are no meal functions included in the conference program, meals will be reimbursed at a rate not to exceed a total of \$21.00 per day. The superintendent may approve a higher meal reimbursement for a conference held in high cost locations.
6. The district will not include reimbursement for alcoholic beverages and tips.
7. Actual costs of necessary taxi, car rental, telephone, and registration fees will be provided or reimbursed by the district.
8. Students and employees traveling to participate in school activities/conferences will be allowed a maximum allowance equal to an average of \$7.00 per meal for each person traveling in the group. The district will pay actual expenses for rooms, registration and any meals included as part of the activity program.
9. All requests for reimbursement must be accompanied by appropriate receipts.

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**ADOPTION DATE: AUGUST 23, 1989**

**REVIEW DATE: JANUARY 7, 2015**