

**DLC. EXPENSE REIMBURSEMENT**

Employees who are asked to use their private cars in carrying out tasks assigned by their supervisors will be reimbursed at a rate fixed by the school district.

- Mileage claim forms must be completed, approved by the principal or supervisor, and forwarded to the district office for payment.
- Mileage will not be paid for trips for which personnel in the district are already receiving reimbursement.

The District shall reimburse travel expenses that arise from professional development and other required District business. The following guidelines describe what constitutes a reimbursable expenditure and outlines procedures for payment.

**A. TRAVEL ARRANGEMENTS**

Air Travel – The lowest available and appropriate fare will be chosen by the employee. Receipts shall be submitted.

Ground Transportation – The District shall reimburse employees for taxis, buses, shuttles, subway or rental cars, keeping in mind safety, comfort, and necessity of the expense to the District. Receipts shall be submitted.

Personal Vehicles – Use of an employee's personal vehicle for District business will be reimbursed at the IRS mileage rate. If an employee chooses to use his/her personal vehicle in lieu of air travel, the employee will be reimbursed on the basis of airfare or mileage rate, whichever is **lower**. The District will also reimburse parking fees. Receipts shall be submitted.

Hotel Accommodations – When making hotel accommodations, employees should exercise the same economy as a prudent person traveling on personal business. Consideration will be given for safety, comfort, and relative location to the conference being attended. Receipts shall be submitted.

**B. MEALS AND INCIDENTALS**

The District will use the current IRS per diem rate for reimbursement of meals and incidental\* costs during out of district travel. High cost areas will be reimbursed at a higher IRS CONUS rate. The IRS CONUS rate tables are available at [www.gsa.gov](http://www.gsa.gov). If a conference includes meals, then the appropriate amounts will be deducted from the per diem reimbursement. The percentage deducted from the per diem rate for each meal included at a conference will be as follows: Breakfast – 20%, Lunch – 25%, Dinner – 45%. Receipts will not be required for meal and incidental expenses under the per diem reimbursement system. If conference meals provided in conjunction with conference sessions are higher than the per diem rate, those meals will be fully reimbursed.

If a District credit card is used to purchase meals, receipts must be submitted. The per diem rate will be deducted from the credit card charge and the employee will be responsible for the remaining balance. If paying for more than one person, a list of attendees will be required for each meal charged.

*\*Incidentals include items such as tips, snacks, laundry, and personal phone calls.*

**C. BUSINESS PHONE CALLS**

Calls that pertain to official District business are reimbursable. Receipts must be provided.

**D. PERSONAL EXPENSES**

The District does not pay or reimburse for personal expenses. Personal expenses include items such as entertainment, alcohol, and meals and incidentals above the IRS per diem rate.

**E. NON-EMPLOYEE EXPENSES**

Travel and meal expenses for non-employees, such as a spouse or other family member, are not reimbursable by the District. This includes any upgrade in hotel accommodations, rental car, etc.

**F. INSURANCE**

The District does not pay for additional life or accident insurance. If car rental is necessary, the District's liability insurance policy covers rental vehicles while on District business. Therefore, all insurance coverage offered by a rental agency should be declined.

In general, travel must commence in the current fiscal year in order to use current year funds. If a conference begins towards the beginning of the next fiscal year, registration and airfare may be charged to the current year to insure space availability and lowest rates.