

## **TRAVEL EXPENSE AUTHORIZATION/REIMBURSEMENT**

In-State and Out-of State Per Diem (State Rate): Effective July 1, 2015

Lodging and meal expenses allowed are as follows:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast	\$6.00	\$10.00
Lunch	\$11.00	\$14.00
Dinner	\$15.00	\$21.00
Day Total	\$32.00	\$45.00

	Actual Cost	Actual Cost
Lodging		

Lodging expenses must be receipted. Meal expenses do not need to be receipted unless the travel is accompanying students.

**Mileage:** \$0.42 per mile (effective July 1, 2015) for use of privately owned vehicle. If privately owned vehicle is used when school vehicle is available, reimbursement is at \$.23 per mile.

**Student Travel:** Students who are authorized and approved to travel by Todd County School District will be governed by the same travel policies.

Student travel advances for one day trips will be allowed. A meal allowance for chaperones and bus drivers of these students will also be allowed.

**Student Meal Rates:** Student meal rates are the same as adult rates.

All expenses must be receipted and the balance of monies not receipted must be returned to the Business Office.

ADOPTED: July 13, 1992  
 REVISED: January 24, 1994  
 REVISED: June 14, 1999  
 REVISED: July 26, 2004  
 REVISED: January 24, 2005  
 REVISED: May 29, 2007  
 REVISED: June 22, 2015  
 REVIEWED: August 24, 2015