

## **PERMISSIBLE TRAVEL EXPENSES**

**Types of Official Business Applicable under 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:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement (\$0.655 effective January 1, 2023)
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

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

<b>Maximum Reimbursable Rates for Lodging</b>
Conference rate or mid-fare room accommodations

The following expenses **shall not** be reimbursable:

Alcoholic beverages, personal items, travel insurance, supplemental rental car charges (insurance, locksmith, and luxury vehicles), extra baggage charges, laundry, etc. This list is not all-inclusive.