

*The district will reimburse district employees reasonable travel expenses for travel required by the district to fulfill their job responsibilities, including attendance at conferences and workshops. Travel and the payment of expenses must be preapproved and related to the employee's job responsibilities. Unless the district is directly billed for the employee's travel expenses by a third party, the following rates will apply:*

- *Registration Costs: The actual registration cost will be paid by the district.*
- *Lodging: The actual cost of lodging, with the maximum amount as set by the Idaho Board of Examiners.*
- *Meals: Meals will be paid at the rate of \$7.00 for breakfast, \$8.00 for lunch, and \$12.00 for dinner, with a maximum of three meals per day. Reimbursement will be made for out-of-district meals only. If the employee is required to travel prior to 7:00 a.m., breakfast will be paid. If the employee is required to travel at noon, lunch will be paid. If the employee is required to travel after 7:00 p.m., dinner will be paid.*
- *Travel: Mileage will be paid at 37.5 cents per mile when private automobiles are required. **Again, it is recommended that District cars be used if at all possible.** The district will not pay the costs of citations for traffic and parking violations.*
- *Out-of-Area: (e.g., national conventions, job fairs out of state) It is recognized that special workshops or conventions will be held for students and employees that require out-of-state travel. This document is written to provide direction at all employees and staff when requests are made for out-of-state travel. The guidelines will be helpful to the Board in maintaining consistency as requests for out-of-state trips are presented and approved.
  1. *Requests will be considered on the educational value of the activity and the educational benefit received by the applicant.*
  2. *Each request must first indicate what other sources of revenue are available for the workshop or convention. This funding source will help in determining the actual district contribution.**

**TRUSTEES:**

*If a trustee is required to travel outside the district to fulfill his/her responsibilities as a trustee, reimbursement of travel expenses will be paid consistent with those allowed for district employees. The actual cost of travel (air and taxi fare, parking, etc.) will be reimbursed; receipts for such costs must be submitted to the district.*



**LEGAL REFERENCE:**

Idaho Code Section 67-2008

**ADOPTED: August 10, 2005**

**AMENDED:**

*\*Language in text set forth in italics is optional.*