

BUSINESS PROCEDURES
Series 800

Policy Title: EDUCATIONAL TRAVEL ALLOWANCES

Code: 802.4

Employees who travel on authorized school business trips, or who sponsor extracurricular activities will be eligible for reimbursement of costs incurred for overnight travel, consistent with district policies and procedures.

Prior approval for all travel, lodging, meals and other authorized travel expenses will be obtained before any expenses are incurred. Employees shall submit a professional leave request form to obtain prior approval.

To receive reimbursement for allowable and approved educational travel expenses, the employee shall submit a detail of expenses on a district requisition form. Employees are responsible for collecting all receipts. Employees must present hotel/motel/lodging receipts to be reimbursed.

Per Diem will be paid according to the State of Idaho per diem rates. Per Diem on approved travel will be paid for school business requiring overnight travel. Per Diem will be paid in advance of travel. Per Diem rates are independent of whether the conference, training or meeting provides snacks or refreshments.

School cars are available for most district travel. If a district car is not available, mileage at the State of Idaho standard mileage reimbursement rate will be paid for approved educational travel. When one or more staff members travel to the same meeting, travel shall be shared when possible

Per Diem is designed for overnight travel only. No meals will be reimbursed on same day travel. No per diem or mileage reimbursement will be paid on any personal side trips while attending conferences, training seminars or meetings.

Date of Adoption: April 19, 1999
Readopted: July 2009
Revised: 08/16/10

Legal References:

Related References: State Travel Policy and Procedures SBEX Policy No. 442-50,
Appendix A, Appendix B