

TRAVEL EXPENSE REIMBURSEMENTS

All travel must be properly budgeted.

It is expected that personnel traveling under District authorization will be moderate in their lodging and meal requirements. Employees must always consider the public perspective and be conservative.

All expenses for registration, lodging, meals and transportation incurred by personnel and Board members must be supported by itemized receipts if utilizing a District credit card assigned to them as part of their job responsibilities or a school voucher. Those employees and Board members who are representing the District on official business and do not have a District credit card assigned to them as part of their job responsibilities will receive the daily per diem reimbursement for meals and will not be required to provide itemized receipts for meals only, regardless of overnight or non-overnight travel.

Expenses for teams and activities will be submitted on regular District travel vouchers and will require itemized receipts for registration, lodging, meals and transportation.

District personnel and board members may be reimbursed for actual expenses while traveling on school business with prior approval of the Superintendent.

Vouchers for mileage, registration, lodging, meals and/or per diem shall be submitted monthly utilizing the appropriate travel voucher/employee per diem reimbursement request form.

Reimbursement requests submitted three (3) months after date of service may not be reimbursed.

Lodging

In-state and out-of-state lodging will be reimbursed at actual expense.

Meals

If utilizing a School District credit card issued to an employee by name, meals and gratuities for all trips requiring overnight travel, including the day of departure or return, shall not exceed \$35.00 per day while traveling in-state, \$65.00 per day while traveling out-of-state. Employees with an assigned District credit card must provide a written request at the beginning of each fiscal year requesting to continue under this form of meal reimbursement and will not be allowed to shift between itemized receipts and straight per diem during the year.

Meals and gratuities for all trips requiring overnight travel, excluding the day of departure or return, shall not exceed \$35.00 per day while traveling in-state, \$65.00 per day while traveling out-of-state. Per diem rates for the day departing and the day returning are 75% of the daily rate for trips requiring overnight travel. Trips which require an overnight stay are not taxable income to the employee and payments will be issued after the monthly meeting of the Board of Trustees if received, properly completed and approved, by the 1st Thursday of each month in the Business Office.

In the instance of a one (1) day trip for professional development in which no lodging is required, the District will provide the employee a \$15.00/day per diem reimbursement with proper documentation of authorization. This amount is subject to Federal income tax as per IRS guidelines and will be reimbursed through payroll after receipt of a completed and approved reimbursement form by the Business Office.

Alcoholic beverages are not reimbursable. Other items, considered incidental expenses, are generally not reimbursable such as bottled water, coffee/drinks, gum, snacks, personal sundry/toiletry items, etc. Optional banquet/meal or entertainment/social events that occur in conjunction with conferences or seminars are not reimbursable. Gratuities will not be reimbursed for any more than 20%.

Actual meals and gratuities expenses for out-of-state travel may be reimbursed to employees and board members if approved by the appropriate administrator.

Registration Fees

Registration fees will be reimbursed at actual expense.

Transportation

All travel will be by District-owned vehicles unless other arrangements are approved by the appropriate administrator and Superintendent.

If the use of a private car is approved, mileage expenses must be itemized and submitted on a voucher. The itemization must include date of the trip, destination, purpose, and mileage involved. The rate of mileage reimbursement will be at the current IRS-approved rate.

For out-of-District travel, the mileages listed on the official Wyoming map or odometer readings taken before and after the trip will be used to determine the proper mileage.

Taxi, limo and shuttle charges will only be reimbursed for transportation to and from the airport on required overnight travel. Itemized receipts are required for reimbursement. The District attempts to provide lodging close to the conference/meetings so that minimal outside travel is required. The cost for a rental car will not be authorized for reimbursement unless there are extenuating circumstances and this is approved in advance by the Superintendent.

Upon request of the employee and approval of the appropriate administrator, air fare may be paid in lieu of mileage.

Transportation Bus Drivers

Non-overnight per diem will not be applicable to any field trips regardless of length or hours for bus drivers in Park County School District #1. The trip must be an activity trip and must exceed ten hours away from the District, as per the time sheet approved by the transportation supervisor, to qualify for the non-overnight per diem.

Mileage for in-District, between-school travel will be based on the following schedule. Other in-District travel will be based on odometer readings.

High School to Middle School	1.1 miles
High School to Parkside	1.7 miles
High School to Southside	1.7 miles
High School to Westside	1.7 miles
Middle School to Westside	1.4 miles
Middle School to Southside	.7 miles
Middle School to Parkside	.7 miles
Parkside to Southside	.9 miles
Parkside to Westside	1.0 mile
Westside to Southside	1.8 miles
Powell to Clark	27.5 miles

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