

Expense Reimbursement (Lodging, Mileage, and Meals)

The following guidelines will apply to out-of-district travel.

Within state:

- 1) Lodging must be receipted.
- 2) When a school fleet vehicle suitable for the travel purpose is not available, mileage by auto will be paid on the basis of the current state approved rate per mile traveled (distances to main cities visited are established and on file in the business office).
- 3) When a personal vehicle is taken in lieu of an available school fleet vehicle, mileage will be paid at the rate of .15 per mile traveled (distances to main cities visited are established and on file in the business office).
- 4) Air travel must be approved by the superintendent or his/her designee.
- 5) Meal allowance will be paid based on the current state approved rate.
- 6) Whenever students are provided meals and lodging at district expense, coaches and other school officials will be afforded the same meals and accommodations.

Outside state:

Expenses for travel outside of South Dakota will be paid according to current state approved rate.

Whenever students are provided meals and lodging at district expense, coaches and other school officials will be afforded the same meals and accommodations.

In-District

The following guidelines will apply to in-district travel.

Staff members who perform assigned duties in more than one school will be paid mileage at the current state approved rate. Mileage will be paid on the distance between the schools they are assigned to on a given day.

The staff member who has been authorized mileage will submit a completed voucher to the business office for payment.

In most situations, there is no meal expense allowed for in-district travel. There are occasions when the District will offer to provide a meal; i.e., "State of the Schools," "Board –Administrator work-sessions," etc. These will not be vouchered but will be directly billed and paid by the District. When the District hosts an event that requires attendance through the meal time; i.e., ESD principals, Activities Directors, etc. .. and the meal would have been allowed had the event been in another community, the direct bill for a work session meal may be requested for approval from the superintendent in advance of the event. This must be specifically approved on a travel request, stating cause. Note: Attending regularly scheduled luncheons, i.e., regular Chamber meeting, Community Counseling meeting, etc., do not qualify for this exception.