

## Travel Policy

Travel is limited to pre-approved Staff or Professional Development opportunities or other school related business.

Authorized employees may use school issued credit cards while on business travel. All receipts will be kept and turned in to director or account tech upon return.

Employees will be reimbursed for actual costs with receipts at the following rates:

### Travel:

IRS mileage allowance. Mileage reimbursement form will be filled out upon return.

### Lodging:

Full lodging costs for employee only with receipt

### Meals:

This provision will be reviewed every three years.

Breakfast: up to \$10.00 with 15% tip

Lunch: up to \$12.00 with 15% tip

Dinner: up to \$20.00 with 15% tip

### Conference or Workshop Registrations:

Full cost of attendance with receipt

### Other allowable costs with receipts:

Bridge tolls

Copy costs of business related materials

### Non Allowable Costs:

Alcoholic beverages

In room movies

Non business phone calls

Room service

Adopted: 11-3-14

Recommended: 