

Dayton Independent School District

District Travel Guidelines

These guidelines are intended to assist the preparer and do not constitute Board policy or Administrative Regulation related to travel expenses reimbursable by the District. Before an employee incurs any travel expenses, the employee's supervisor and the central office must **first** give approval. For approved travel, employees will be reimbursed for mileage and other travel expenses according to the current rate schedule authorized by the board of trustees and the Internal Revenue Service. Employees must submit receipts to be reimbursed for expenses other than meals and mileage. If funds are advanced to an employee to cover lodging, airfare, or travel expenses other than meals and mileage, the employee is required to account for those funds by completing a travel report upon his/her return. Actual receipts are required as documentation for the report and any unused cash must be returned to the business office within (2) two working days after the event. Each advance check should be accounted for separately and **should only be used for the purpose for which it was requested.** Please allow adequate time, at least **(10) ten days prior**, for travel advances to be processed.

Travel Rate Schedule:

Mileage - \$0.50 cents per mile - Effective September 1, 2008

- Mileage is calculated from Dayton ISD workplace or your home whichever is less.
- Miles are limited to the most cost-effective route.
- Coordination of travel is required (one car per 4 persons traveling)
- Miles between your home and your regular workplace (assigned campus) are personal commuting expenses and are not reimbursable.

Airfare - May not exceed the average coach fare. First-class airfare may be allowed only if it was the only available airfare, it is for a disabled employee or board member, or it is medically necessary.

Employee Meals - Meals will be paid on a per diem basis **for actual costs** not to exceed **\$36** per day. Meals will only be paid when an overnight stay is required by the district. There is no meal allowance for day travel. This amount will be prorated when the employee is not out of the district the entire day – i.e. when travel requires the employee to leave during the day and an overnight stay is required.

Rates are as follows: Breakfast - \$8; Lunch - \$12; Dinner - \$16. (Amount may not exceed actual expense incurred.)

Student Meals - Actual expense not to exceed \$25 per day. To document money distributed to students, use the Student Meal Money Form.

Lodging - Actual expense not to exceed \$85 per day without prior approval from the central office. **(State and federal grant funds may not pay more than \$85 per night plus tax of lodging.)**

RECEIPTS ARE REQUIRED FOR ALL TRAVEL EXPENSES LISTED ABOVE EXCEPT MEALS AND MILEAGE.

By signing this request, you are authorizing payroll deduction if funds or receipts are not returned timely (i.e. 120 days from the date of travel).