

TRAVEL EXPENSE REIMBURSEMENTS

School district employees and members of the Board may be reimbursed for out-of-pocket expenses incurred while traveling out of the district for school related activities.

Reimbursement for expenses incurred while traveling may be submitted to the business office for reimbursement. Receipts are required for all expenses other than meals and must be attached to an approved voucher. Reimbursement will not be provided without the necessary receipts.

Only expenses essential to the purpose of the trip may be reimbursed. Expenditures for telephone calls home, entertainment and other similar expenses are personal in nature and will not be reimbursed.

Personnel who have prior approval for travel may apply to their building principal and/or the business manager and superintendent for travel advance (e.g., meals, lodging, and fuel). Such advance will be made according to the rate schedule that is approved by the board.

Lodging

- The business office will make the necessary lodging arrangements.

Transportation

- When possible, the traveling employee should utilize the school fleet.
- If a school vehicle cannot be arranged, the district may pay mileage at the approved rates set by the board.
- Prior authorization to take a personal vehicle must be given by the business manager. Reimbursement for use of private vehicles will be at the approved rate set by the Board.
- Air travel must be approved by the superintendent or designee and arranged by the business office.

Meal Allowances

- Reimbursement for meals on approved travel experiences will be at the approved rates set by the Board.
- Same day meal allowances are subject to payroll tax.
- Any meals included with registration or lodging will not be reimbursed.
- Meal allowances shall be calculated according to the following schedule:

	Breakfast	Lunch	Dinner
Leaving Before	5:31 a.m.	11:31 a.m.	5:31 p.m.
Returning After	7:59 a.m.	12:59 p.m.	7:59 p.m.

The business office may issue traveling employees the District's travel card. The employee is subject to the provisions of the District's Purchasing Card Use Policy when using the travel card.

Employees must submit a professional leave request through the District's leave management system at least two weeks prior to the travel date.

Legal References

SDCL 3-9-1; 3-9-2; 3-9-5; 3-9-5.2; 3-9-8 through 3-9-17; 4-7-10.4

Policy

Adopted: 2/25/85

Revised: 7/13/87; 10/24/88; 2/13/89; 8/12/91; 7/13/92; 8/9/93; 5/23/94; 12/12/94; 8/10/98; 7/26/99; 7/9/01; 8/25/03; 8/9/04; 8/14/06, 7/12/2021