

Travel Guidelines

STUDENT ACTIVITIES:

- Each school is given a student activity travel budget to work within. This budget is to be used for field trips, extra-curricular activities, and student group travel. This budget is not to be used for staff or other travel.
- Rates Charged to **School Activity Budget**:
 - Bus Travel:
 - \$2.50 per mile
 - All overnight bus driver costs including hotel lodging costs
 - All per diem costs
 - District Car – Small Groups
 - 37.5 cents per mile
 - Driver costs (if applicable), including overnight costs
- Bus Driver must document all necessary information on the activity bus time sheet. This information will be used as the basis for charging school budgets.

STAFF TRAVEL:

- Each school is given a **staff travel budget**. This budget should only be used for staff related travel costs.
- Secondary schools are given an **administration extracurricular activity travel budget**. This budget should only be used by school administration for travel related to extracurricular activities.
- Guidelines and Rates Charged to Staff Travel Budgets:
 - All staff travel must be pre-approved
 - All staff travel reimbursement claims must be accounted for using the Travel Expense Reimbursement form.
 - Use of District vehicles requires a mileage estimation. This can be done for free at <http://maps.yahoo.com/dd>.
 - This estimate does not have to be exact but significant differences between the mileage estimations and actual mileage driven may require additional approval.
 - Conference/training agendas should be attached to the Travel Expense Reimbursement form as a prerequisite to receiving reimbursement.
 - Hotel and lodging receipts/invoices should be attached to the Travel expense Reimbursement form as a prerequisite to receiving reimbursement.

- DISTRICT VEHICLE: If available, a district vehicle should be used. Personal business can be conducted and a district vehicle can be used so long as the personal business will require no more than 15 additional miles than would otherwise be required for the trip.
 - Rate charged to budget: \$0
 - If employee drives more than 25 miles allotted for the trip for personal business, employee must reimburse district 37.5 cents per mile beyond 25 allotted personal miles.
 - All information must be documented in the vehicle travel log in the District vehicle.

- PERSONAL VEHICLE:
 - If no District vehicle is available:
 - Reimbursement rate is 37.5 cents per mile to employee(s) and will be charged to school travel budget(s).
 - If District vehicle is available and employee chooses to use private vehicle:
 - No reimbursement to employee
 - No charge to budget(s)