

701 Travel Expenses

I. Purpose

The purpose of this policy is to have consistency in travel expenses reimbursements for all exempt and non-exempt employees and members of the Board. Travel reimbursements are given for pre-approved travel that is for school business and professional development.

II. General Statement of Policy

A. Mileage will be reimbursed at half the federal rate.

B. Mileage to Two Harbors or Duluth will not be reimbursed

C. Parking in any city is reimbursed.

D. Employees are encouraged to stay with family/friends whenever possible.

E. Meals will be reimbursed up to \$15 if not provided at the conference (a detailed receipt must be turned in with the reimbursement form- alcoholic beverages are not reimbursed).

F. Hotel reimbursements will not exceed \$150.00 per night. Please occupy hotel rooms with 2 or more persons when possible.

1. Hotel reimbursement guideline: A hotel would be reimbursed for either the night before, or the night of a one day conference, if the travel time meets or exceeds 2 hours. Exceptions may be made depending upon start and end time of conferences. Pre-approval by the Director or the Curriculum/Staff Development Committee is required for more than one hotel night.

G. All receipts need to be attached to a Reimbursement Form and submitted to the business office.