



# Employee Travel

Travel expenses for attendance at educational functions are reimbursed when employees have been chosen to represent Meade School District 46-1 at educational meetings/functions. It is the intent of the school district that employees shall be reimbursed for all allowable expenses; however, they are urged to practice thrift at all times.

1. If you travel by plane, tourist or coach class via shortest route shall be used whenever possible. A round-trip ticket should be purchased unless return plans are indefinite and approved prior to travel.
2. School vehicles shall be used whenever possible. If a personal auto is used, reimbursement will be at the State rate for use of private automobile, plus toll charges and parking fees. The mode of transportation should be approved by your supervisor. The mileage allowance as of 07/01/2018 is 42¢ per mile when traveling by private auto.
3. You will be reimbursed for the cost of the following; receipts are required.
  - a. Lodging - State rate of \$70.00 (unless less than actual cost) should be requested. Out-of-state rate of \$100.00 (unless less than actual cost) should be requested.
  - b. Meals per diem (A notation should be made on the expense form for banquets and luncheons which are unusually expensive.)
  - c. Registration fees
  - d. Bus and taxicab fare

## State Travel Rates 07/01/2018

Travel Allowances: A receipt must be turned in for all expenses. This includes airline tickets, lodging expense, taxi and/or other transportation charges, and all other expenditures. As of 07/01/2018, meals will be paid at State rates which are as follows:

### In-State Meal Rates:

MEALS		Leave Before	Return After
Breakfast	\$ 6.00	5:31 a.m.	7:59 a.m.
Lunch	11.00	11:31 a.m.	12:59 p.m.
Dinner	15.00	5:31 p.m.	7:59 p.m.

### Out-of-State Meal Rates:

MEALS		Leave Before	Return After
Breakfast	\$ 10.00	5:31 a.m.	7:59 a.m.
Lunch	14.00	11:31 a.m.	12:59 p.m.
Dinner	21.00	5:31 p.m.	7:59 p.m.