



STAFF AND STUDENT TRAVEL PROCEDURES

MILEAGE:

- Mileage is reimbursed at 44.5 cents per mile while on business travel.
- Regular commuting miles are not reimbursable (travel between personal residence and regular duty post). Regular commuting miles includes commuting on weekends and holidays.
- Mileage may be reimbursed between the traveler's personal residence and temporary duty post less that day's regular commuting miles.
- A **daily** travel log must be maintained while on travel status. The log should include the complete address for the "Departed From" location and the "Arrived At" destination with dates and times (address may be included on internet mapping printout).
- Travel outside of the district, an internet mapping printout is required (Google Maps, MapQuest, etc).

MEALS:

- Traveler must be in overnight travel status to claim meal reimbursement.
- Traveler may not claim reimbursement for more than three (3) meals in any single calendar day or in any period of 24 consecutive hours (Breakfast, Lunch, and a Dinner).
- If the traveler does not purchase a meal or if a substantial meal is provided, the traveler is not eligible for reimbursement for that meal.
- Meal reimbursement will be provided for substantial meals (a meal containing nutritional value).
- Meal reimbursement is the amount actually spent for a meal, including beverages, taxes and related tips (excluding alcohol), not to exceed the maximum amount allowed for such meal.
- Meals will be reimbursed while on travel status if purchased/consumed outside the radius of 50 miles from the traveler's personal residence **and** regular duty post.
- Meal **receipts must be itemized**, including name, address and telephone number of the establishment. **Original receipts** must be turned in for reimbursement, no hand written receipts will be accepted.

LODGING:

- Lodging expense will be reimbursed while on authorized travel outside the radius of 50 miles from the traveler's personal residence **and** regular duty post.
- Lodging expenses will be reimbursed up to the maximum lodging reimbursement rate. Lodging rates are exclusive of taxes. Lodging reimbursement may exceed the maximum rate when lodging at conference designated lodging.
- Lodging receipts must be **itemized** and include the name, address and telephone number of the establishment. **Original receipts** must be turned in for reimbursement, no hand written receipts will be accepted.

OTHER TRAVEL EXPENSES:

- Other travel expenses include parking fees, taxi/shuttle, tolls and baggage fees.
- Original **itemized** receipts must include the name, address and telephone number of the establishment. **Original receipts** must be turned in for reimbursement. No hand written receipts will be accepted.

Travel expenses (mileage, meals, lodging and/or other travel expenses) should be arranged to avoid or minimize cost.