

**Vallivue School District 139**

The district will reimburse district employees reasonable travel expenses for travel required by the district to fulfill their job responsibilities, including attendance at conferences and workshops. Travel and the payment of expenses must be preapproved and related to the employee's job responsibilities. Unless the district is directly billed for the employee's travel expenses by a third party, the following rates will apply:

- Registration Costs: The actual registration cost will be paid by the district.
- Lodging: The actual cost of lodging, with the maximum amount as set by the Idaho Board of Examiners.
- Meals: When the employee is traveling out of the district, the actual cost of meals will be reimbursed, with a maximum daily rate not higher than that allowed under the Internal Revenue Code for travel within or outside the state of Idaho. The employee must submit receipts for all meals for which reimbursement is sought. The district will not reimburse employees for the purchase of beer, wine or alcoholic beverages.

In those instances where district employees are traveling outside the district on official business for less than twenty-four (24) hours, the partial day's subsistence rates set by the Idaho Board of Examiners will apply. If the employee is required to travel prior to 7:00 a.m., breakfast will be paid. If the employee is required to travel at noon, lunch will be paid. If the employee is required to travel after 7:00 p.m., dinner will be paid.

- Travel: The actual cost of travel (air and taxi fare, parking, etc.) will be reimbursed; receipts for such costs must be submitted to the district. When the employee drives his/her own vehicle, the cost of transportation will be based on the miles traveled. Such mileage will be reimbursed at a rate not higher than the standard mileage rate for business use of a personal automobile allowed under the Internal Revenue Code for income tax purposes. The district will not pay the costs of citations for traffic and parking violations.

**TRUSTEES:**

If a trustee is required to travel outside the district to fulfill his/her responsibilities as a trustee, reimbursement of travel expenses will be paid consistent with those allowed for district employees.



**LEGAL REFERENCE:** Idaho Code Section 67-2008

**ADOPTED:** 1/13/09 new as policy

**AMENDED:**