

2021-2022 FY RATE SCHEDULE FOR TRAVEL REIMBURSEMENT

Meal Allowances

A daily per diem rate of \$45.00 will be paid on all meal purchases for overnight travel only. A day represents 24 hours. The per diem rate may be prorated on the travel departure day and the return day based on a 24-hour period. Meal receipts will not be required.

Mileage Rate

Out of District travel will be reimbursed at the rate approved by the Internal Revenue Service for the 2021-22 FY. Stipends may be paid to employees who travel in district during the school year. If paid, the stipend will be paid by the last day of the school year.

Lodging

Lodging will be reimbursed for actual cost of lodging up to One Hundred fifty. (\$150.00) Dollars plus applicable taxes. Lodging costs exceeding this amount must be pre-approved by the Superintendent or the Superintendent's designee. Reimbursement will be based on a single room rate or actual cost per person if a double room is shared. Lodging rates for out of state trips will be approved by the Board of Education.

Air Fare

Air fare will be reimbursed for actual cost based on coach class air travel directly to an authorized travel agent. Employees may choose to purchase airline tickets; however, reimbursement from the District will not be made until after the trip has been taken. Employees who elect to drive shall be reimbursed for mileage at a rate not to exceed the cost of a round trip airfare ticket in accordance with board policy "DEE - Expense Reimbursement".

Registration

Registration fees will be reimbursed at actual cost.

Other

All other incidental expenses (parking, taxi or shuttle service, rental car, tolls, etc.) will be reimbursed at actual cost when documented with original receipt.

IN ACCORDANCE WITH SHAWNEE BOARD OF EDUCATION POLICY "EXPENSE REIMBURSEMENT (DEE)" - ALL EXPENSES INCURRED FOR TRAVEL WILL BE REIMBURSED WHEN DOCUMENTED BY RECEIPT OR VOUCHERS SUBMITTED TO THE BUSINESS OFFICE.