

## La Center School District #101

### Travel Procedures

Effective January 1, 2017

#### Mileage Reimbursement

Employees shall be reimbursed at the current IRS standard mileage rate per mile for all miles driven in their personal vehicle while on district business. Employees shall have these trips preapproved by their immediate supervisor and are required to document on a trip by trip basis the actual miles driven.

Claims for mileage reimbursement shall include the exact trip mileage as well as a brief description of the purpose of the trip.

Current mileage reimbursement rate per mile effective January 1, 2017 is 53.5 cents per mile (down from the previous rate of 54 cents).

#### Meal Reimbursement

Employees shall be reimbursed on a per meal basis for meals served while on official travel status. Official travel status begins on any day that the employee is required to be away from the district region for more than 3 hours before and/or after their normally scheduled hours. For the purposes of meal reimbursement, the "district region" shall be defined as all of Clark and Cowlitz counties. The cost of all meals will be reimbursed beginning with the first meal served after the employee leaves the district on a trip that will qualify as official travel status. Reimbursements will continue through the duration of the trip, until the last meal is served before returning to the district region. It is assumed that meals will be served at the following times for the purposes of meal reimbursement:

|            |                       |
|------------|-----------------------|
| Breakfast: | 7:00 a.m. – 8:00 a.m. |
| Lunch:     | Noon – 1:00 p.m.      |
| Dinner:    | 6:00 p.m. – 7:00 p.m. |

The meal reimbursement rates for all travel in Washington, Oregon and Idaho are:

|                    |                |                 |
|--------------------|----------------|-----------------|
| Breakfast: \$15.00 | Lunch: \$16.00 | Dinner: \$28.00 |
|--------------------|----------------|-----------------|

When meals are provided by either a conference or hotel (as part of the lodging rate), employees will not be reimbursed for that meal whether they choose to utilize the free meal or not.

This procedure removes the need for employees to submit actual receipts for meals purchased while traveling on district business. Staff will be required to report only the dates, departure and return times, destination and purpose of travel.

For lodging rate approval, exceptional circumstances and/or travel outside of Washington, Oregon and Idaho, please visit with the fiscal department for information specific to your needs.

Updated 12/19/16:tl