

## TRAVEL REIMBURSEMENT PROCEDURES

The following is the procedure used pertaining to authorized school district travel.

### TRAVEL REQUEST:

Whenever possible, travel requests should be turned in to your school secretary a week prior to the event in order for the secretary to get the proper authorizations. When attending a conference, please attach the agenda to the request. Download and fill out the travel reimbursement form electronically found here: [Travel Reimbursement Form](#)

### PERSONAL CREDIT CARD AND REWARDS POINTS:

If a credit card is going to be used, it must be a district card obtained from your building secretary. Due to strict “public gain” laws, the use of personal credit cards is not permissible.

LODGING: A district credit card should be used to pay for lodging. Personal business, including telephone, room service, and movies will remain the responsibility of the individual.

MEAL EXPENSE: The district will pay for each meal on a per diem basis. This means you get the set amount for each meal automatically and no receipts for meals are required. What you spend on each meal is completely up to you. The per diem rates for each meal are as follows:

Breakfast: \$ 13.00

Lunch: \$ 14.00

Dinner: \$ 23.00

When attending a conference where meals are provided in the registration package, no additional reimbursement will be allowed for those meals. If breakfast is provided at the hotel, no per diem for breakfast will be paid. District credit cards cannot be used for meals when the per diem is provided.

MILEAGE: The district has vans and cars available for use when traveling. To reserve one of these vehicles, call the district Transportation Coordinator at ext. 4503. If the employee chooses to take their own vehicle and a district vehicle is available, there will be NO mileage reimbursement. If there is no district vehicle available, the reimbursement rate for district sponsored travel in personal vehicles will be at the current IRS rate of \$.655 per mile.

IN DISTRICT TRAVEL: Classified employees required to travel between buildings (leave a building – go to another building – return to building) on a regular basis and wish to be reimbursed for that expense will be required to keep a daily log of trips, to be signed by building administrator and turned into the accounts payable department monthly. The mileage log can be downloaded here:

[Mileage Reimbursement Form](#)

Licensed employees required to travel between buildings on a regular basis and wish to be reimbursed for that expense will be paid in accordance with Article 28, C, 2, of the Coquille Education Association CBA.