



Travel Per Diem Policy

Purpose

This policy establishes procedures for authorization of travel by school employees who may be required to travel in fulfilling their official duties or in attending seminars, conferences, or other activities benefiting the school. This policy applies to travel of all employees, officials, or agents of the school undertaken for school business, exclusive of field trips, which are covered by the school's field trip policy.

Policy

All travel will be requested at least three weeks prior to departure and must be approved by the Principal before any travel arrangements are made. Travel requests shall (1) explain the purpose of the travel, (2) include where applicable conference registration materials, hotel accommodations, and airfare, and (3) detail all expected costs of travel.

Hotel accommodations are generally limited to the number of days a conference is in session, less one. Additional nights of hotel accommodations are generally only approved in the event that an additional travel day is required prior to and/or after a conference. Expenses for hotel accommodations, once submitted for reimbursement, are reimbursed up to the maximum lodging rules established by the General Services Administration ("GSA").

See <https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-fttr>

Unless otherwise approved by the Principal, the school will use per diem rates for meals and incidental expenses ("M&IE") incurred for approved travel events that are more than 100 miles from the school, based on GSA's M&IE rate. Per diem for the first and last day of travel shall be paid at 75% of the GSA M&IE rate.

Reasonable and necessary ground transfer and mileage rate expenses will be reimbursed only based on submission of saved receipts.