

**York School District One Travel Procedures**

Mileage Reimbursement:

- Approved School District travel by a personal auto will be reimbursed at the rate of 0.54 cents per mile (or the current IRS rate).
- In-district travel between your first work location and other school district locations are reimbursable.
- In-district travel to and from your home, is NOT reimbursable.
- In-district travel should be submitted on a monthly basis, or quarterly for minimum travel, but no later than 15 days after June 30.
- Air travel will be reimbursed at coach rate.
- Approved commercial transportation will be reimbursed at full price.

Travel Claim Form:

- Travel claim form must be submitted within 30 days of the event and not later than 15 days after June 30.
- Required documentation must be attached to the travel claim form.

<b>Expense</b>	<b>Required Documentation</b>
Lodging	Hotel receipt - itemized
Registration Fees	Receipts and Agenda
Parking	Parking Stubs
Air Fare	Copy of ticket
Baggage Handling	Receipts
Taxi	Receipts
Mileage for meetings	Agenda

Meal Reimbursement:

- Meals included in cost of registration are not reimbursable.

<b>Meal</b>	<b>Depart Before</b>	<b>Return After</b>	<b>In State</b>	<b>In State-Resort Myrtle Beach, Charleston, Hilton Head</b>	<b>Out of State</b>
Breakfast	6:30 AM	11:00 AM	\$6.00	\$8.00	\$7.00
Lunch	11:00 AM	1:30 PM	\$7.00	\$9.00	\$9.00
Dinner	5:15 PM	8:30 PM	\$12.00	\$19.00	\$16.00
Daily Maximum Allowance			\$25.00	\$36.00	\$32.00

## **York School District One Travel Procedures-Federal Grants Only (all 200 Funds)**

All York School District One employees must adhere to State and Federal guidelines when traveling on District business that is funded by Federal grants. The state and federal guidelines apply to mileage reimbursement, lodging and per diem regulations.

### Mileage Reimbursement:

York School District adjusts its mileage rate to conform to the U.S. General Services Administration (GSA) rate, which is changed periodically. The current rate is \$0.54 per mile. The most current rate can be found at [www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715).

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Dinner	5:15 PM	8:30 PM	\$12.00	\$16.00
Daily Maximum Allowance			\$25.00	\$32.00

### Lodging Reimbursement:

- York School District One must use the current GSA rates for lodging, which can be found at [www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877). The site has a searchable map that will give you rates based on the destination and month of travel.
- Please be advised that these rates are per room, not person.
- The District is unable to pay more than these rates, regardless of whether the hotel is paid directly or the employee is reimbursed.
- Actual expenses above these limits made be paid using another fund.