

DULCE INDEPENDENT SCHOOLS

Travel Reimbursement Directions

PER DAY PER-DIEM FOR LODGING AND/OR MEALS WHERE OVERNIGHT LODGING IS REQUIRED AND SUCH LODGING IS NOT PAID DIRECTLY TO THE HOTEL BY THE DISTRICT:

- a. in state areas \$ 151.00
- b. in state special areas (Santa Fe) \$ 194.00
- c. out of state areas \$ 151.00
- d. or actual lodging and meal expenses

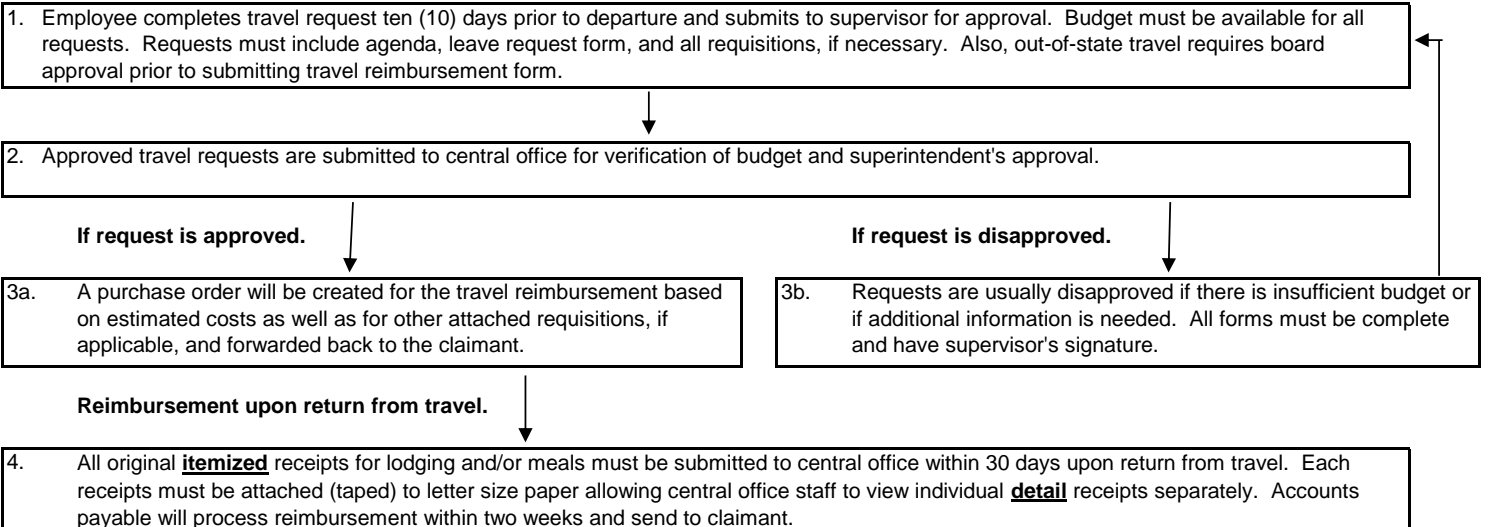
PARTIAL DAY PER-DIEM AFTER RETURNING FROM OVERNIGHT TRAVEL:

- a. for less than two (2) hours of travel beyond the normal work day, \$ 0.00
- b. for two (2) hours, but less than six (6) hours beyond the normal work day, \$ 18.00
- c. for six (6) hours, but less than twelve (12) hours beyond the normal work day, \$ 40.00
- d. for twelve (12) hours or more beyond the normal work day, \$ 55.00

REIMBURSEMENT FOR ACTUAL MEAL EXPENSES IN LIEU OF PER DIEM RATES FOR 24 HOUR PERIOD (WHEN LODGING IS PAID DIRECTLY TO THE HOTEL BY THE DISTRICT):

- a. in state areas \$ 55.00
- b. out of state areas \$ 55.00

STEPS TO COMPLETION OF TRAVEL REQUEST AND REIMBURSEMENT:



NOTES:

- a. "Normal work day" means 8 hours within a nine-hour period for all public officers and employees both salaried and nonsalaried, regardless of the officers' or employees' regular work schedule.
- b. Groups of more than 1 person may only submit one personal vehicle reimbursement, if school vehicle is not available, unless approved by the Superintendent.
- c. Request of school vehicle must be made prior to submitting travel reimbursement form to the Transportation Department at 756-4677.
- d. Request for school vehicles must be made prior to travel
- e. Mileage reimbursement for use of personal vehicle will be paid only if a school vehicle is not available.