



EXPENSE REIMBURSEMENTS

School district employees and members of the Board will be reimbursed for certain out-of-pocket costs incurred while traveling out of the district for school-related activities.

Only expenses essential to the purpose of the trip will be reimbursed. Expenditures for telephone calls home, entertainment and similar expenses are personal in nature and are not reimbursable.

Receipts will be required for all expenses. This includes receipts for meals, airline tickets, motel bills, taxi or other airport transportation, and all other expenditures.

The maximum in-state travel allowance for meals and lodging is as follows:

		Leave Before	Return After
Breakfast	\$6.00	5:31 a.m.	7:59 a.m.
Lunch	\$11.00	11:31 a.m.	12:59 p.m.
Dinner	\$15.00	5:31 p.m.	7:59 a.m.
Lodging	\$55.00 plus tax per day from check-in on September 1 through check-out on June 1 \$70.00 plus tax per day from check-in on June 1 through check-out on September 1		

**Effective July 1, 2015

The maximum out-of-state travel allowance for meals and lodging is as follows:

Breakfast	\$10.00
Lunch	\$14.00
Dinner	\$21.00
Lodging	\$175.00 plus tax, or actual cost.

With few exceptions, motor fuel charges are to be made against a school credit card...in lieu of any mileage payment. Pre-approved mileage allowance when traveling by private automobile will be 42 cents per mile, effective July 1, 2007.

Lodging/rooms will not be provided at school district expense if the event is within a sixty (60) mile radius from Groton, unless pre-authorized by the administration.