

**Policy Title: Travel**

**Policy No: 401.11**

Expenses for approved travel outside St. Maries Joint School District No. 41 and travel within the District caused by assignments from the District Office shall be reimbursed at the rate specified by the State of Idaho to and from destination if the employee uses his or her own vehicle. Travel expense will not be paid for commuters within the meaning of the Internal Revenue Service interpretation.

If more than one employee travels to the same destination at the same time, mileage will be paid for one (1) vehicle only.

Mileage, meals, and lodging will be reimbursed in accordance with the current state per diem allowance. Where per diem does not apply, (less than three (3) meals) reimbursement for room and meals away from St. Maries will be according to the State of Idaho rates.

Employees must furnish receipts of payment in order to collect room and air fare expenditures.

A mileage payment at such rate will be made to any teacher who teaches at both St. Maries Middle School and St. Maries High School in any one day; provided that payment shall be limited to those miles which accrue beyond that which would be necessary if the teacher's assignment were to the school farthest from home. In no case shall payment be made for more than one (1) driver if the teachers pool transportation. Note: This paragraph is no longer applicable because of split shifting in September 1986.

However, no compensation shall be paid for travel between an employee's home and place of employment.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	05/12/1975
Amended:	05/12/1980
Amended:	10/08/1990