

**Policy Title: Travel Allowance**

**Policy No: 803.08**

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

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 lodging 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 lodging and air fare expenditures.

If more than one employee travels to the same destination at the same time, mileage will be paid for one (1) vehicle only. Mileage paid shall not exceed tourist class air fare.

A mileage payment at such rate will be made to any certified employee who teaches at both St. Maries Middle School and St. Maries High School in any one (1) day. Provided, however, that payment shall be limited to those miles which accrue beyond that which would be necessary if the certified employee's assignment were to the school farthest from home. In no case shall payment be made for more than one (1) driver if the certified employees pool transportation.

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

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

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