MILEAGE REIMBURSEMENT

Mileage Reimbursement forms and per diem travel logs need to be filled out by employees and turned in to the business office along with a check request to be reimbursed. The charter school will reimburse for mileage not to exceed the state per diem rates allowed in the State Appropriations Bill. The current rate for mileage is 55.5 cents per mile. On the mileage reimbursement form the employee fills out all information except for the last column. The total miles will be determined by using an online map service and be filled in by the business office.

BOARD APPROVED TRAVEL MEAL PER DIEM POLICY

As of the 2008-2009 fiscal year, the school will follow the State mandated receipt policy for meals and lodging for overnight and out of town travel. The charter school will reimburse for meals and lodging not to exceed the state per diem rates allowed in the State Appropriations Bill. Meal expenses will not be reimbursed for meals provided at the conference as documented on the conference agenda.

In order to process the per diem, each employee will be asked to fill out a per diem travel log to be turned in to the business office no later than three full business days before the travel commences. Logs turned in late will be paid upon the employees return to the school.

Amounts for out of state meals will be determined by using the federal per diem rates. These rates will be determined on the basis of the destination city and state.

COORDINATION OF TRAVEL

Coordination of travel must occur when two, three, or four District employees employed at the same school/office travel on the same dates with the same itinerary to conduct the same official SMACS business. If more than four SMACS employees travel on the same dates with the same itinerary to conduct the same official SMACS business, then coordination of travel is required for each group of four employees and for any fraction in excess of a multiple of four employees.

When coordination of travel is required SMACS may reimburse only one of the SMACS employees riding in the personally owned or leased motor vehicle for mileage to the duty point. Mileage incurred, however, by a SMACS employee to meet at a location or pick up other SMACS employees to coordinate travel may be reimbursed if properly itemized.

Notwithstanding the preceding paragraphs, coordination of travel is not required if the employee's principal/administrator determines before travel that the coordination of travel is not feasible.