

DULCE INDEPENDENT SCHOOLS

Travel Reimbursement Directions

PARTIAL DAY PER-DIEM RATES WHERE NO OVERNIGHT LODGING IS REQUIRED ARE AS FOLLOWS

- | | |
|---|----------|
| 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, | \$ 12.00 |
| c. for six (6) hours, but less than twelve (12) hours beyond the normal work day, | \$ 20.00 |
| d. for twelve (12) hours or more beyond the normal work day, | \$ 30.00 |

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 | \$ 85.00 |
| b. in state special areas (Santa Fe) | \$ 135.00 |
| c. out of state areas | \$ 115.00 |
| d. or actual lodging and meal expenses | |

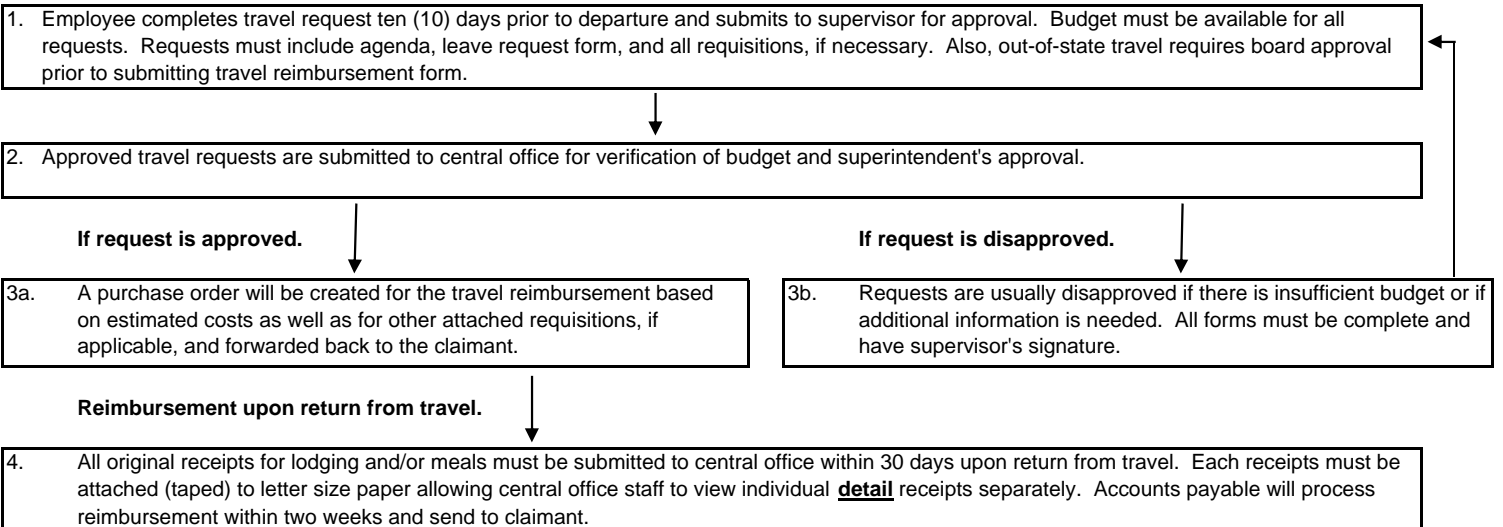
PARTIAL DAY PER-DIEM AFTER RETURNING FROM OVERNIGHT TRAVEL

- | | |
|---|----------|
| 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, | \$ 12.00 |
| c. for six (6) hours, but less than twelve (12) hours beyond the normal work day, | \$ 20.00 |
| d. for twelve (12) hours or more beyond the normal work day, | \$ 30.00 |

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 | \$ 30.00 |
| b. out of state areas | \$ 45.00 |

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.