

POLICY COUNCIL APPROVAL: August 18, 2015
BOARD APPROVAL: June 24, 2015

SUBJECT: TRAVEL REGULATIONS EFFECTIVE 7-1-2015

In-State Lodging: Receipts ***needed*** for reimbursement
\$55.00 + tax (**need receipt**) 9-1/6-1
\$70.00 + tax (**need receipt**) 6-1/9-1

In-State Meals: Receipts are ***not needed*** for reimbursement

Breakfast-	\$6.00	Leave before	5:31 AM	return after	7:59 AM
Lunch-	\$11.00		11:31 AM		12:59 PM
Dinner-	\$15.00		5:31 PM		7:59 PM
Total:	<u>\$32.00</u>				

Out-of-State Lodging: Receipts ***needed*** for reimbursement
\$175 plus tax or actual cost plus an additional \$100 may be granted
by any person designated for approving out-of-state travel requests
when the rate exceeds \$175. (Total amount cannot exceed the actual cost of lodging)

Out-of-State Meals: Receipts are ***not needed*** for reimbursement

Breakfast-	\$10.00	Leave before	5:31 AM	return after	7:59 AM
Lunch-	\$14.00		11:31 AM		12:59 PM
Dinner-	\$21.00		5:31 PM		7:59 PM
Total:	<u>\$45.00</u>				

Private car mileage \$.42 per mile when a agency car is not available and \$.23 per mile if a car is available, but a person chooses to drive their own vehicle.

Board member vehicle mileage rat at at \$.55 per mile for approved agency travel

8/18/2015
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