

TRAVEL POLICY

The following travel policy will apply to employees and board members of the Montrose School District for all approved travel.

1. Mileage allowance when traveling by private automobile shall be reimbursed at a per mile rate established by the Montrose Board of Education, at the annual reorganization meeting in July of each year. Reimbursement for travel with a privately owned automobile will only be allowable if a school vehicle is not available. Mileage will be determined by the school district's mileage chart for in state and surrounding towns.
2. Travel Allowances: A receipt must be presented for all meal and lodging expenses. If possible, room costs will be billed directly to the school. Employees shall be reimbursed for meals and lodging when traveling overnight on official school business at the rates established by the Montrose Board of Education at the annual reorganization meeting held in July of each year.
3. Employees shall be reimbursed for meals that are associated with an overnight stay when they are conducting official school business between the times stipulated below:

Breakfast	5:31 A.M.	7:59 A.M.
Lunch	11:31 A.M.	12:59 P.M.
Dinner	5:31 P.M.	7:59 P.M.

*Meals not associated with overnight travel are deemed to be taxable income by the Internal Revenue Service. These meals shall be the responsibility of the employee and shall not be reimbursed by the school district.

4. Prior to reimbursement, the employee or school board member shall complete a school voucher giving mileage and showing receipts for motel rooms, and meals.
5. See additional travel policies DLCC 1 and DLCC 2 for Extracurricular Activities Sponsors for End of Year Events and Clinics, Workshops, and In-services.

Adopted: April 9, 2001

Amended: May 8, 2006