

MARION SCHOOL DISTRICT 60-3	NEPN Code: DLC
FISCAL MANAGEMENT	

EXPENSE REIMBURSEMENTS

The least expensive mode of transportation (airplane, vehicle, etc.) should be used on all District travel. In determining mode of transportation, travel time and other costs should be considered (meals, motels, taxi, etc.).

Mileage: Mileage determined by standard map mileage guides for direct travel and by odometer readings for indirect travel. Any deviations from distance shown in the standard highway maps shall be explained.

The superintendent and business manager prior to making reservations must approve all airplane travel. If approved the district will pay for one coach fare ticket.

Vouchers must show date, hour of departure and hour of return for all travel accommodations.

Reimbursement for mileage and meal expenses while carrying out business of the district will be consistent with the State of South Dakota Board of Finance allowance for mileage and per diem. Actual lodging costs shall be paid. Reimbursement for meals will be based on the following (not applicable to same day travel):

MEALS ALLOWABLE	WHEN LEAVING BEFORE	WHEN RETURNING AFTER
Breakfast	5:31am	7:59 am
Lunch	11:31 am	12:59pm
Supper	5:31pm	7:59pm

Registration Fee: Every attempt should be made to make arrangements with the Finance Officer to pre-pay registration. If meals and/or lodging are included, those meals and/or lodging must be deducted from the per diem allowed based on the regular schedule.

1st Read: September 11, 2011