

School District of Lodi
Expense Reimbursements

No. 671.2
(A)9-14-15

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the school district upon submission of properly filled out and approved voucher(s). Such expenses must be approved and incurred in line with budgetary allocations for the specific type of expense outlined in district guidelines.

Travel for state and national conferences must be approved by the employee's supervisor, or in the case of board members, by the Board President. Applications for state conferences shall be made at least two weeks prior to the event. Applications for national conferences shall be submitted at least 45 days in advance. Late cancellations shall result in the employee/board member reimbursing the district for cost of any airline tickets. The employee/board member shall receive the ticket vouchers(s) for his/her own personal use in these cases.

The following guidelines are used for reimbursements.

1. **Mileage reimbursement:** Current IRS rate
2. **Meal Allowance:** Maximum allowance per person of \$46 per day, including, breakfast, lunch, dinner and incidentals. Only meals when staff members or board members are on overnight trip will be reimbursed.
3. **Lodging:** Only pre-approved lodging will be reimbursed. Lodging will be approved on conferences and other professional opportunities occurring greater than 40 miles from The School District of Lodi.
4. **Travel between buildings.** The following distances should be used in calculating the mileage and time between buildings.

Point A	Point B	Distance (Miles)	Time (min:sec)
DO/Elementary School	Primary School	0.75	02:15
DO/Elementary School	Middle School	1.25	03:45
DO/Elementary School	High School	1.50	04:00
Middle School	High School	0.25	00:30
Primary School	Middle School	1.15	03:30
Primary School	High School	1.40	03:55

5. **Tax:** Tax will not be reimbursed, with the exception of instances where taxes are required to be applied, such as out of state expenses.