

Here are some highlights from the regulation, DLC-R, Travel Expenses, adopted by the Carbon County School District #2 Board on Monday, October 21, 2013:

- If Employees use a **purchase card or voucher**, **itemized receipts** shall be attached. If a proper itemized receipt is not submitted, the employee shall be responsible for the expense. (Auditors require this)
- Per Diem payments are available only for meals.
- The employee may choose itemized receipts **or** per diem for an entire trip. You may not mix and match receipts/per diem during a trip.
- Reimbursement requests submitted three (3) months after date of service may not be reimbursed.
- No individual mileage, meal, and room expenses will be prepaid by the School District.
- When traveling by vehicle, a school vehicle will be used unless other arrangements are approved by the appropriate administrator and Superintendent.
- In-state and out-of-state lodging will be reimbursed at actual expense at the conference/government/school rates unless motel fees and airfare are paid by the District directly to the vendor.
- Meals and gratuities shall not exceed \$35.00 per day for in-state travel, (breakfast = \$8, lunch = \$12, dinner = \$15).
- Per diem rates for the day departing and the day returning for overnight trips are 75% of the daily rate.
- Overnight travel per diem is not taxable income to the employee and will be reimbursed through Accounts Payable.
- In the instance of a one (1) day trip for professional development in which no lodging is required, the District will provide the employee per diem, with proper documentation of authorization (approved travel request GCL-E1).
- Day trip per diem is subject to Federal income tax as per IRS guidelines and will be reimbursed through Payroll.
- Per Diem will be paid upon submission of a completed and approved reimbursement form (DLC-E2)
- \*No meal allowance will be given when conference, workshop, etc. registration includes meals or banquets.

**PLEASE REVIEW [POLICY DLC-R](#) FOR COMPLETE DETAILS!!**

Sally Wells, Business Manager  
Carbon County School District #2  
315 N. First St., PO Box 1530  
Saratoga, WY 82331  
(307) 326-5271 x108 fax 326-8089