

<b>Policy Title:</b>	<b>Travel Reimbursement Policy</b>	<b>Policy ID:</b>	
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### **I. Purpose of Policy**

To establish the standards used when reimbursing Hartford School District employees, volunteers, and school board members for travel expenses incurred when traveling on school business.

### **II. Policy Scope**

All schools and programs in the Hartford School District must comply with this policy.

### **III. Definitions**

Internal Revenue Service Mileage Rate. The per mile reimbursement rate for business travel that is published by the Internal Revenue Service.

GSA Per Diem Rate. The meals and incidental expenses rates published by the U.S. General Services Administration which can be accessed on the internet at <http://www.gsa.gov/portal/content/104877>.

### **IV. Policy Statement**

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Hartford School District.

Reimbursement for mileage will be at the prevailing Internal Revenue Service Mileage Rate.

Prior approval from the superintendent or his/her designee will be required. Superintendent will reference the GSA rates for the destination.

Pursuant to this policy and consistent with relevant collective bargaining agreements, the superintendent or his/her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

Legal Reference(s): 2 CFR 200.474

<b>Responsible Owner:</b>	Hartford School District	<b>Contact(s): email</b>	T.DeBalsi
<b>Approved By:</b>	HSD Board	<b>Revision History:</b>	
<b>Approval History:</b>			
<b>Current Approval Date:</b>			
<b>Related Polices &amp; Procedures:</b>	n/a		
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