

Replaces: 220 Employee Travel adopted

2015 Adopted: March 10, 2020

**CKB**

## **Employee Travel**

This policy establishes procedures for authorization of travel by district employees who may be required to travel in fulfilling their official duties or in attending seminars, conferences, or other professional or educational activities benefitting the District.

The District will reimburse per diem rates established by the General Services Administration and mileage rates established by the Utah Division of Fleet Operations.

<https://www.gsa.gov/>

<https://fleet.utah.gov/state-travel-a/>

### **Travel Approval—**

Employees will submit completed travel requests to the Superintendent's office. After approval by the Superintendent, the request form will be returned to the school to facilitate completion of the travel arrangements.

### **Mileage—**

- Employees are encouraged to use a district vehicle if one is available
- If a district vehicle is not available or if it does not meet an employee's specific physical or work-related needs, the employee may use a personal vehicle, after receiving supervisor's approval, and will be reimbursed according to the rate established by the Utah Division of Fleet Operations.
- If a district vehicle is available and employees choose to use their personal vehicle, they will be reimbursed as stated on the Utah Division of Fleet Operations website.
- Employees may not transport their own family members in district vehicles without prior approval from the Superintendent.
- If an employee chooses to drive instead of fly, they will be reimbursed either the cost of airfare or mileage, whichever is less, at a mileage rate based on whether a district vehicle is available.
- Employees must submit mileage reimbursement requests on an expense voucher to Accounts Payable.
- Mileage will be calculated from an employee's place of employment to travel destination and back to the employee's place of employment, not the employee's residence.

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**Per Diem—**

- Employees will be paid per diem rates established by the General Services Administration based on the location of the conference or training.
- Employees must submit the per diem worksheet signed by their supervisor and with a conference schedule showing dates and meals provided at the conference.
- Meals provided at conferences or trainings are not reimbursed.