



Policy: TRAVEL / PER DIEM POLICY

Date Approved: February 21, 2008

PURPOSE:

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

POLICY:

1. This policy applies to travel of all employees, officials, or agents of the School undertaken for execution of School business, exclusive of field trips, which are covered by the School's Field Trip Policy.
2. All travel will be requested at least three weeks prior to departure, and approved by the Principal prior to making travel arrangements. Travel requests shall explain the purpose of the travel, and include where applicable conference registration materials, hotel accommodations, and requested airfare. Flight reservations will be made by the Management Company.
3. Hotel accommodations are approved for the number of days a conference is in session, less one. Additional night(s) of hotel accommodations are approved when an additional travel day is required prior to and/or after a conference. Other additional days of hotel accommodations will be allowed only when approved in advance by the Principal. Expenses for hotel accommodations will be submitted for reimbursement, and shall be reimbursed up to the maximum lodging rates established by the General Services Administration (GSA). See http://159.142.3.253/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC
4. Per diem is an allowance for meals and incidental expenses (M&IE), which will be paid by check within 48 hours of travel for all approved travel events that are more than 100 miles from the School. Per diem rates for M&IE shall be those established by GSA (see above). Per diem for the first and last day of travel shall be paid at 75% of the GSA M&IE rate.
5. Reasonable and necessary ground transfer and mileage rate expenses will be reimbursed only based on submission of saved receipts.

Erik Olson

Date:

3/19/08