

Salt Lake City School District

F - 3 Form (See Policy and Administrative Procedures)

Title: Conference Attendance and Travel Expense Reimbursement
IRS Per Diem Schedule

Index: F = Financial Policies

The following constitutes the *per diem* allowances for employees authorized to travel outside the District.

The District uses the IRS Regular Federal per diem rate for computing the per diem rate for travel.

Travel Reimbursement:

The District will pay employees for approved travel within the United States based on the IRS Regular Federal per diem rate. This rate will be determined based on IRS Publication 1542. Mileage is paid at the approved IRS rate.

The District will pay employees \$42.00 for ground transportation.

In cases where the travel requires less than a full day, or if a registration fee is paid that covers meals and/or lodging, an allocation will be made on the following basis:

	Federal per diem
Breakfast	17% of M&IE rate
Lunch	23% of M&IE rate
Dinner	60% of M&IE rate
Lodging	Federal per diem maximum lodging rate

Upon written approval (on the form) of the Superintendent, the District may pay for actual lodging costs and ground transportation expenses for staff travelers. Payment for the actual cost of lodging will be paid directly to the hotel. Ground transportation includes taxi/shuttle to and from the airport or airport parking costs plus taxi/shuttle between the airport and conference center. Requests for reimbursement for ground transportation must include original receipts.