

Purpose

The intent of the travel guidelines is to ensure an employee is properly reimbursed for reasonable travel costs related to business travel, and that payment is fair, equitable, and efficient for both the employee and the district. These guidelines apply to all travel expenses regardless of

Travel

PerDiem Meals and  
Incidental Expenses

Perdiem is an allowance for meals and incidental

References                    x BoardPolicy,BP3350TravelExpenses  
                                     x U.S.GeneralServicesAdministration(GSA)

FormReference-            x TravelRequestForm(ACCF014)  
Accounting                 x TravelAdvancePayrm