

1 Joint School District No. 2, Meridian

2
3 BUSINESS OPERATIONS

4
5 Series 800

6
7 Policy Title Business Travel

Code No. 802.52

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10 The use of a personal vehicle for authorized business travel will be reimbursed at the
11 mileage rate used by the State of Idaho.

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13 All travel within the Treasure Valley requires the approval of the employee's immediate
14 supervisor and the district administration in order for the employee to be reimbursed for
15 expenses.

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17 All travel outside the Treasure Valley requires the approval of the employee's immediate
18 supervisor, the district administration and the board of trustees in order for the employee
19 to be reimbursed for expenses.

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21 Employees approved for travel reimbursement may receive a per diem allowance
22 for meals as follows:

	<u>In-State</u>	<u>Out-of-State</u>
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53 Date of Revision:
54 7/17/07

Legal Reference: Code of Idaho
