

# TRAVEL GUIDANCE

See Board Policy, AR3350, for full policy on Travel Expenses.\*

**Tier I Counties:** All Counties not included on Tier II List

<b>Tier II Counties</b>
Orange County
Los Angeles
Monterey
San Francisco
Alameda
Santa Clara
San Mateo
Marin
Napa
San Diego
Santa Barbara

<u>Time*</u>	<u>Per Diem-Tier I**</u>	<u>Per Diem-Tier II***</u>
<u>6:00 am - 10:59 am</u>	<u><b>\$11.00</b></u>	<u><b>\$13.00</b></u>
<u>11:00 am - 3:59 pm</u>	<u><b>\$14.00</b></u>	<u><b>\$17.00</b></u>
<u>4:00 pm - 9:00 pm</u>	<u><b>\$25.00</b></u>	<u><b>\$30.00</b></u>

## Lodging- Board Policy

- Lodging: Lodging will be reimbursed at the per diem rate of \$175 per night and \$225 if in Southern California or coastal areas. Receipts are required.
- The maximum rate may be exceeded with prior Superintendent approval for conference hotels or based on extenuating circumstances.
- In the event an employee cannot attend a conference and said employee fails to cancel his/her reservation/ registration or secure an approved alternate, the employee will be responsible for reimbursing the district for any expenses incurred as a result of his/her absence. Under extenuating circumstances, this may be waived with Superintendent approval.

## Mileage

A district vehicle or mileage reimbursement will be provided for approved travel in the following order:

- i. A district vehicle will be provided for travel when possible.
- ii. In the event that a district vehicle is not available,
  - a. Carpooling will be coordinated if there is more than one person traveling to the same location to ensure the least amount of trips
  - b. If an employee chooses to make other arrangements (i.e. take own vehicle instead of carpooling) that would incur additional expense to the district, employee will only be reimbursed up to mileage for one way.
  - c. If an employee is required to use his/her own vehicle, employee will be reimbursed for all miles driven for District business.

Mileage reimbursement for use of personal vehicles used for district related travel outside of the district boundaries will be paid at the current IRS rate per mile. Mileage is applied from the work site or from home, whichever is closer to the destination.

\*THIS PAGE IS FOR YOUR REF & DOES NOT NEED TO BE SUBMITTED WITH YOUR TRAVEL REQUEST.