

SCHOOL DISTRICT OF BAYFIELD

MEAL AND LODGING REIMBURSEMENT

The Bayfield Board of Education recognizes that staff members incur expenses while conducting District business. The following allowances are established to reimburse employees for expenses they incur:

EMPLOYEE MEAL AND LODGING ALLOWANCES:

Partial Day Allowance	In-State/Out-of-State
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$26.00
Full Day Allowance	\$51.00

Diem Rates are set by fiscal year, effective October 1 each year by the IRS. Most major cities and many other localities in the United State are designated as high-cost areas, qualifying for higher standard meal allowances per IRS Code. The business office will use the IRS website to account for higher standard meal allowances if necessary.

On any particular day an employee is entitled to reimbursement for two or more consecutive meals, the maximum amount for one or more meals may be exceeded and the employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. If meal maximums are not reached on one day, the excess amount does not accrue and cannot be applied to meals on another day or to other costs incurred. To be allowed reimbursement for breakfast, the employee must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m.; dinner, return must be after 7:00 p.m.

Meal allowances for conferences shall be approved at the above rate minus meals provided through the registration fee.

Lodging allowances for conferences shall be approved at the conference rate. If for no fault of the employee, they are not able to obtain lodging at the conference site, a higher allowance will be accepted. If employee fails to obtain lodging at the conference site because of untimely practices, only the state rate will be approved for reimbursement or payment. Any such rates require prior approval from the District Administrator.

Lodging	<u>In-state</u>	<u>Out-of-State</u>
	\$ 62.00 (single)	Will pay for single
	82.00 (double)	room at conference
		location.

An itemized receipt for meals and lodging must be provided to the District for reimbursement.

Internet Connection: Reimbursed to employee if the connection is used for conducting District business. A receipt must be provided to the District for reimbursement.

Telephone: \$5.00 per night if your job requires contact with the District. A receipt must be provided to the District for reimbursement.

APPROVED: February 11, 2008

REVISED: June 12, 2017