TRAVEL

Travel In-Region
Employees who are authorized by the Director to use their personal vehicles for official business shall be reimbursed the rate determined by the IRS for mileage related to the performance of duties per the following: (1) traveling between assignments within Knox Warren boundaries, or (2) traveling outside the Knox Warren boundaries for approved work-related travel. The rate shall be set on a calendar year basis.

Travel Out-of-Region
All personnel will be reimbursed at the allowable IRS mileage rate for work related mileage. All personnel must obtain prior approval for work related travel outside the region.

Allowable Expenses: Personnel may request reimbursement for the following expenses for travel outside of the region: tolls, parking fees, transportation, meals and overnight lodging. Receipts are required for: tolls (if possible), parking fees (if possible), lodging, registration fees and meals.

Reimbursement: Personnel will be reimbursed for approved expenses after submitting the Request for Travel/Conference form showing actual expenses and including the necessary receipts. Daily meal charges are not to exceed $40.00 including server gratuities. Geographic location will be taken into consideration if $40.00 is exceeded.

Unallowable expenses: The following items are considered to be personal in nature; therefore, generally not chargeable to Knox Warren Special Education District: barber, shoeshine, personal entertainment, insurance on personal property, travel insurance, cost of personal credit cards, charges incurred as a result of third-party misuse of lost credit cards, purchases of clothing or toiletries, loss of personal property, loss of personal funds, tickets or cash advances, fines for traffic violations, damages to employees’ car, cost of circuitous or side trips for personal reasons, living expenses applicable to day by which the duration of a trip is extended for personal reasons, laundry and valet charges on trips of short duration, gifts to employees, maintenance or repair of personal property (home grounds, etc.) while away from headquarters. When accompanied by a spouse, absolutely no expense incurred by the spouse is reimbursable. Employee shall be reimbursed for sleeping accommodations at a regular room rate.