

**Spearfish School District 40-2  
4000 Personnel**

Administrative Regulation

Code: 4651AR

**REIMBURSEMENT FOR DISTRICT TRAVEL**

Travel costs are allowable for necessary expenses including transportation, lodging, subsistence, and related items incurred by authorized persons on official business on behalf of the school district. Prior approval should be received before departure.

Where employee and spouse (non-employee) share transportation, meals, or incur other expenses while accompanying the district employee on a trip, only the single employee expenses will be considered for reimbursement.

If two employees share the same room, the school district will reimburse one-half the actual cost of the room to each employee.

Current board policy will prevail for out-of-state travel. No meals will be paid unless it is an overnight trip. Receipts will be required for lodging.

If a school car is used, submit gas and oil receipts for out-of-town purchases. Before leaving fill the school vehicle and fill it again when you return.

If a school car is not available and you use other approved modes of transportation, current state rates will apply.

If a school vehicle is available and you elect to drive your personal vehicle, only the cost of gas will be reimbursed.

Revised July 1993  
Revised December 14, 1998  
Revised December 11, 2006  
Revised February 13, 2012