1		Joint School District No. 2,	Meridian		
Merialian	Technical Cha	arter High School, Inc. has adopted We	st Ada's (Joint S	School District No. 2) polic	:y.
3		BUSINESS OPERAT	IONS		
4	4				
5	Series 800				
6					
7	Policy Title	Business Travel		Code No. <u>802.52</u>	
8	-				
9					
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.				
12					
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.				
16					
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.				
20					
21	Employees approved for travel reimbursement may receive a meal allowance for				
22	meals	not included in registration as follows:			
23		-	<u>In-State</u>	Out-of-State	
24					
25		BREAKFAST			
26		(Must leave home before 6:00 a.m.)	\$10.00	\$12.00	
27					
28		LUNCH			
29		(Must return to work after 2:00 p.m.)	\$12.00	\$15.00	
30					
31		DINNER			
32		(Must return home after 7:00 p.m.)	<u>\$25.00</u>	<u>\$30.00</u>	
33					
34		TOTAL DAILY REIMBURSEMENT	\$47.00	\$57.00	
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52	.				
53	Date of Revisi	ion:	Legal Refere	ence: Code of Idaho	
54	<u>1/13/09</u>				