



## **PURPOSE**

The purpose of this policy is to establish procedures for authorization of travel by Utah Career Path High (the “School”) employees and board members who may be required to travel to fulfill their official duties or to attend seminars, conferences, or other professional or educational activities benefiting the School (collectively referred to as “School business”).

## **POLICY**

1. This policy applies to employees’ and board members’ travel undertaken for execution of School business.
2. This policy does not apply to field trips.
3. All employee travel must be approved in advance by the Director, or by the Board if the Director is the traveler and an overnight stay is required. Board member travel must be approved in advance by the Board President, or by the Board if board member travel requires an overnight stay. Where possible, all travel requests must be submitted at least three (3) weeks prior to the departure date and prior to making any arrangements. Travel requests must explain the purpose of the travel and, where applicable, include the conference registration materials, proposed hotel accommodations, and approximate airfare. Flight reservations will be made by the School.
4. Per diem expenses will be paid for all approved travel events that are more than 100 miles from the School campus. Where possible, the per diem will be paid to the traveler by check no less than 48 hours prior to departure date.
  - a. Out-of-state per diem of \$55 per day will be paid as follows: \$30 for dinner, \$15 for lunch, and \$10 for breakfast.
  - b. In-state per diem of \$50 per day will be paid as follows: \$25 for dinner, \$15 for lunch, and \$10 for breakfast.
5. Reasonable and necessary ground transfer and mileage rate expenses will be reimbursed based on receipts submitted for such expenses. The traveler is responsible for collecting receipts in order to present them for reimbursement. Mileage will be reimbursed at the standard IRS mileage reimbursement rates in effect at the time.
6. Reasonable and necessary hotel accommodations will be approved for the number of days a conference is in session, less one. One additional night of hotel

accommodations will be approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations will be approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference by the Director or the Board President.

Signature:



Jerry W. Stevenson

Jerry Stevenson, Board President

May 21, 2020

Date