

**NORFORK PUBLIC SCHOOLS
TRAVEL REGULATIONS**

Adopted 04-11-2011

Travel regulations are designed to reimburse the traveler for certain expenses within certain limits when traveling on official business from the Norfolk School District. Please keep in mind that only official business expenses are reimbursable, and must be pre-approved by the building Principal.

MEALS:

All meals will be paid for by the traveler and will be reimbursed on a per diem basis for approved travel according to the following chart.

Meal	Reimbursable Rate
Breakfast	\$6
Lunch	\$10
Dinner	\$16
Total	\$32 (75%) \$24

On the day of departure and the day of return, as indicated on the travel request form, the traveler may only claim 75% of the per diem amount. Receipts for meals will not have to be provided, however, travel reimbursement forms with mileage, hotel receipts and gas receipts for school vehicles must be submitted to the travel supervisor within **5 working days**. Meals that are provided during the trip must be reported, and will be deducted at the above allowable rate. Please attach a copy of the registration form to the TR1 form.

MILEAGE REIMBURSEMENT:

The School Vehicle must be used, when available, for any trip. Please call and schedule the vehicle through Janice. Priorities will be given to the longest trips and those trips that require taking the most individuals. If you contact Janice and the school vehicle is not available, you will be reimbursed according to the mileage scale included in this policy. If you choose to use your own vehicle for the trip and the school vehicle is available, no reimbursement will be made without prior approval from the Superintendent. Mileage will be reimbursed at the rate of 35 cents per mile according to the mileage scale provided in this policy. If the destination of your trip is not on the scale, mileage will be figured from Norfolk to destination and back to Norfolk. Norfolk Schools assumes no responsibility for any maintenance, operational costs, accidents, fines or tolls incurred by the owner of the vehicle while on School business.

MILEAGE SCALE

Norfolk to Calico Rock	13 miles x .35 = \$ 4.55
Norfolk to Melbourne	34 miles x .35 = \$11.90
Norfolk to Salem	47 miles x .35 = \$16.45
Norfolk to Batesville	63 miles x .35 = \$22.05
Norfolk to Bryant	150 miles x .35=52.50
Norfolk to Mtn. Home	17 miles x .35 = \$ 5.95
Norfolk to Little Rock	133 miles x .35 = \$46.55
Norfolk to Conway	113 miles x .35 = \$39.55
Norfolk to Hot Springs	188 miles x .35 = \$65.80
Norfolk to Mtn. View	37 miles x .35 = \$12.95
Norfolk to Jonesboro	133 miles x .35 = \$46.55
Norfolk to Fayetteville	140 miles x .35 = \$49.00
Norfolk to Harrison	67 miles x .35 = \$23.45
Norfolk to Eureka Springs	112 miles x .35 = \$39.20
Norfolk to Springfield	120 miles x .35 = \$42.00
Norfolk to Branson	100 miles x .35 = \$35.00
Norfolk to Fort Smith	202 miles x .35= \$70.70
Norfolk to Flippin	28 miles x .35 = \$ 9.80
Norfolk to Viola	37 miles x .35 = \$12.95
Norfolk to Jacksonville	123 miles x .35= \$43.05
Norfolk to Memphis, TN	188 miles x .35 =\$65.80
Norfolk to Monticello	252 miles x .35=29.75
Norfolk to Paragould	117 miles x .35 =\$40.95
Norfolk to Hillcrest	85 miles x .35=29.75
Norfolk to Sulphur Rock	75 miles x .35=26.25
Norfolk to Cave City	59 miles x .35=20.65
Norfolk to Russellville	132 miles x .35=46.20

LODGING:

Actual expenses for lodging will be reimbursed (with proper receipts) for motel costs approved by the building Principal. Expenses for entertainment, room service, tips, valet services, laundry, alcoholic beverages or other similar expenses are not reimbursable. When possible, Janice will help with reservations and will reserve the credit card for the traveler when it is available.

TRAVEL NOT REQUIRING OVERNIGHT LODGING:

Meal expenses incurred during travel where overnight lodging is not required, cannot be reimbursed by the District. (IRS Publication 525)

TRAVEL FOR EMPLOYEES FOR PROFESSIONAL DEVELOPMENT:

Travel for professional development which is being used as a required contractual day will not be reimbursed.

TRAVEL REQUIRED BY THE DISTRICT:

Any travel expenses incurred as a result of a requirement of the district will be reimbursed according to this travel policy. If an employee is required to attend a meeting on professional development training they will also be paid a \$75.00 per day travel stipend. However, these days cannot be counted as part of the 36 hrs professional development which is required by the state and paid in your contract.