

# Travel Policy

Adopted: January 20, 2016



## Purpose

The purpose of this policy is to establish procedures for authorization of travel by employees or board members of Wallace Stegner Academy (the “School”) 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.

## Policy

1. This policy applies to all travel by employees and Board members on School-related business, whether or not overnight stay is required. This policy does not apply to field trips or other School-sponsored activities involving students.
2. Travel by campus-level employees must be approved in advance by the Principal. Travel by the Principal or Board members must be approved in advance by the Board of Directors.
3. All travel requests must be submitted at least three (3) weeks prior to 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’s Management Company.
4. Per Diem expenses will be paid for all approved travel events that are more than 100 miles from the School. 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 \$65 per day will be paid as follows: \$40 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 must provide receipts for all expenses for which reimbursement is sought.
6. Mileage will be reimbursed at the standard IRS mileage reimbursement rates in effect at the time. However, mileage for travel to and from an event will not be

reimbursed in an amount greater than the lowest cost airfare that could reasonably be obtained for travel to and from the event.

7. 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 is 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 Principal or the President of the Board of Directors.