

SCHOOL DISTRICT OF WAUPACA

SERIES 600 FISCAL MANAGEMENT

CODE: 671.2R1

PAYMENT OF EXPENSES

Travel and Lodging:

All travel outside the district must have prior approval of the principals and District Administrator.

For multiple day conferences, a minimum distance of 50 miles, except under extenuating circumstances and approval from the District Administrator, will be required for lodging reimbursement.

For one day conferences, lodging will only be considered if conference schedule makes morning or evening travel prohibitive and must have prior approval of the Business Manager.

Expense Limitations:

The following limitations have been determined for reimbursement of meals when applied to an open menu:

Breakfast ---- \$7.00  
Lunch ----- \$12.00  
Dinner ----- \$17.00

Generally reimbursement for a breakfast or dinner requires an overnight stay.

All meal expenses incurred as a result of an overnight stay will be reimbursed via accounts payable and any meal expenses incurred as a result of a one day conference or workshop will be reimbursed as a taxable reimbursement on payroll.

Mileage will be paid at the I.R.S. allowable rate as of January 1.

ADOPTED: 021186

REVISED: 020894, 051104, 091906, 041415, 041117

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, mental or parental status, sexual orientation, or physical, mental, emotional or learning disability.