

WEBER SCHOOL DISTRICT – TRAVEL GUIDELINES

Updated: July 1, 2022

Following is a list of travel rules and guidelines that are to be followed when traveling in district business. This is not meant to be a comprehensive list, rather it is intended as an aid to help you in your budget and planning process. No one list will cover every situation, common sense should prevail.

1. Mileage –

- a. When calculating mileage, commute mileage should not be considered. Mileage to and from your destination should be calculated from your primary work location or school.
- b. Just include “to-and-from” mileage. For example: Don’t hit the trip-meter when you leave for St. George, and then include mileage to Mesquite for the evening buffet or to Tuachan for the evening theater. NOTE: Round Trip mileage to St. George from the District Office is about 668 miles. Round trip to St. George from Valley Elementary is a little under 700 miles.
- c. DO NOT submit receipts for gas. Use mileage reimbursement. Under most circumstances, gas receipts will be rejected; EXCEPT for Car Rentals, then be sure to try and use a P-Card.
- d. If more than one person is driving in a vehicle, mileage is only paid to one individual.
- e. We will not pay for mileage reimbursement to out-of-state destinations that exceed 350 miles. (Exception: Mileage may be paid if there is a group that is traveling in the same van to a place like Las Vegas. But even under this example, you could rent a van.)
- f. **Starting July 1, 2022, mileage rates will increase from \$0.535/mile to \$0.585/mile.**

2. Car Rentals –

When traveling significant distances outside the district, renting a car may be considered (this is at the discretion of the director/principal). For example, it is 668 round-trip miles from the District Office to St. George. For reimbursement, this would cost \$390.78. However, we have State Contracts with both Enterprise and Hertz. The cost to rent a car may be \$35 or less per day. At 20 mpg, petrol may cost less than \$100.00. You could rent your car for five straight days and still save money.

3. Per Diem Calculation –

- a. The cost of meals is included in per diem. DO NOT SUBMIT receipts for meals; use Per Diem. Under most circumstances, meal receipt will be rejected.
- b. If you are catching an evening flight and leave the airport at 3:00 pm, only put in for the “Dinner” portion of Per Diem. Similarly, if you arrive home at mid-day, don’t submit a full Per Diem.
- c. As a general rule, if the conference registration includes a breakfast, lunch, and/or dinner, participant’s Per Diem should be reduced accordingly. Following are Per Diem Rates:

	In State Regular	In State High Cost	Out of State Regular	Out of State Tier I	Out of State Tier II
Breakfast:	\$13.00	\$15.50	\$13.00	\$20.00	\$16.50
Lunch:	\$15.00	\$17.25	\$14.00	\$21.00	\$17.50
Dinner:	\$26.00	\$31.25	\$23.00	\$30.00	\$27.00
Total:	\$54.00	\$64.05	\$50.00	\$71.00	\$61.00

In-State High Cost Cities:

Moab, Park City, Provo, Salt Lake City (Not Salt Lake County Cities)

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Out-of-State Tier I Cities

Anchorage (Anchorage City Limits only), Chicago (Includes Cook and Lake Counties), Hawaii (Includes the island of Hilo, Kauai, Maui, Oahu, Lanai, and Molokai), New York City (Also includes the Bronx, Kings, Queens, and Richmond Cities), San Francisco (Includes San Francisco County), Seattle (Includes King County)

Out-of-State Tier II Cities

Atlanta (Fulton, DeKalb, and Cobb Counties), Baltimore (Baltimore City only), Boston (Includes Suffolk County and City of Cambridge), Dallas (Includes Dallas County), Los Angeles (Includes Los Angeles, Orange, and Ventura Counties – Except the City of Santa Monica), San Diego (Includes San Diego County), Washington, DC (Include the cities of Alexandria, Falls Church and Fairfax, and the counties of Arlington and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland)