

**No. 431-1 AR
COUNCIL ROCK
SCHOOL DISTRICT**

**ADMINISTRATIVE
REGULATION**

Reimbursement for Meals and Other Expenses for Out of District Workshops

- 1- Voluntary participation. Participation in these conferences/workshops **is** not required by the district.
 - With prior administrative approval, the district may pay the registration fees associated with this program.
 - The costs for lodging, travel, and/or meals are the responsibility of the attendee.

- 2- Required/Expected participation. Participation in these conferences/workshops **is** required or expected by the district. For the following fees to be covered by the district, a Central Office Administrator must approve the submission of these expenses before they are forwarded to the Business Office for payment.
 - The district will pay the registration fees associated with this program.
 - The district will cover costs for lodging, travel and meals. Travel and lodging costs maximums must first be approved by the Central Office Administrator.
 - The reimbursement rates for meals will follow the guidelines set by the General Services Administration Per Diem meal rates upon submission of a detailed receipt. For the 2016-2017 school year the following rates will be in effect:
 1. Breakfast - \$8.00
 2. Lunch - \$12.00
 3. Dinner - \$26.00
 - The reimbursable amounts set forth above, are maximums. They may not be combined by skipping a meal and adding that amount to another meal. The purchase of alcoholic beverages may not be submitted for reimbursement. To be reimbursed for any expense, detailed receipts must be submitted that clearly delineate the date and meal. Gratuity is calculated in the total meal reimbursement rates, above. Any amount spent beyond these rates will not be reimbursed.