

The Kuna School District shall pay staff members or officers of the District for approved travel expenses at the same rate and under the same conditions as the Federal per diem rates.

Employees who are required to use their own automobiles in the performance of their duties and employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate per mile as established by the IRS Standard Mileage Rate for Business Travel. Employees using their own automobile for travel within the district will be reimbursed for travel done between arrival at the first location at the beginning of their workday and their last location at the end of their working day.

Employees receiving a travel stipend are ineligible for mileage reimbursements.

The Business Department shall prepare a procedure for all travel expense requests.



**ADOPTED:** August 9, 2016