

Dorchester School District Two

Travel Guidelines For State and Federal grants (200, 300 and 900 Level funds)



All Dorchester School District Two employees must now adhere to State and Federal guidelines when traveling on District business that is funded by State or Federal grants as issued under the "Uniform Grant Guidance" regulations. These new guidelines will ensure that we also comply with lodging and per diem regulations.

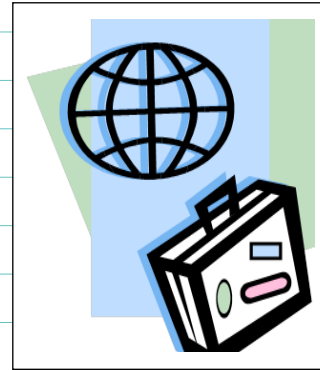
Mileage: DD2 follows the State mileage reimbursement policy, which adjusts its mileage rate to conform to the U.S. General Services Administration (GSA) rate. This rate changes periodically. The current rate is \$.535 per mile. The most current rate can be found at www.gsa.gov/portal/content/100715.

Lodging: DD2 must use the current GSA rates for lodging, which can be found at www.gsa.gov/portal/content/104877. There you will find a searchable map that will give rates based on the destination and month of travel. Please be advised that these rates are per room, not per person. We are unable to pay more than these rates, regardless of whether we pay the hotel directly or reimburse the employee for their travel expenses.

Meal Per Diem: Since District allowances are higher than Federal/State per diem, school/ department funds will supplement to match the District per diem rate. Meals will be reimbursed based on the departure

and return times for the trip. The State policy for this is detailed in the chart below.

Excess Expenditures: Amounts above those allowed by these guidelines will be paid using schools accounts in General Fund (100) or Activity (700) funds, or Extended Day (697) funds.



Grant-funded travel must now conform to Federal and State regulations.

Special points of interest:

- ✓ Travel changes are effective immediately for all travel funded through State and Federal grants.
- ✓ **Combined Reimbursement State-ment effective 11/2/17**
- ✓ Questions? Contact Tina Meunier.

Finance Contacts:

| | |
|---------------------------------------|-------|
| Allyson Duke CFO | 60056 |
| Tina Meunier Director of Finance | 60015 |
| Liz Lybrand Internal Auditor | 60064 |
| Vivian Johnson District Bookkeeper | 60067 |
| Angel Cartwright Accounts | 60051 |
| Cindy Roth Accounts Payable | 60066 |
| Rhonda Grice Procurement Officer | 60068 |
| Jo Lynn Harrison Finance Sec | 60065 |

State Policy for Meal Per Diem

| <u>Meal</u> | <u>Depart Before</u> | <u>Return After</u> | <u>In-State</u> | <u>Out-of-State</u> |
|--------------------------------|----------------------|---------------------|-----------------|---------------------|
| Breakfast | 6:30 AM | 11:00 AM | \$6.00 | \$7.00 |
| Lunch | 11:00 AM | 1:30 PM | \$7.00 | \$9.00 |
| Dinner | 5:15 PM | 8:30 PM | \$12.00 | \$16.00 |
| Daily Maximum Allowance | | | \$25.00 | \$32.00 |