Mileage:
Travel is to be by the most direct route and will be reimbursed at the IRS per-mile rate in effect at the time of travel for all miles traveled on district business in excess of normal commuting miles.

Workshops and Conferences:

- Requests to attend a conference or workshop must be approved in advance by the appropriate Administrator.
- Registration fees are limited to the actual cost of the conference and do not include additional fees (e.g., late fees, etc.).
- Air or Train transportation is limited to the most cost effective rate considering circuitous routing, unreasonable hours, and excessive prolonged travel.
- Rental cars are limited to the most cost effective rate considering the needs of the individual(s).
- Other necessary transportation fees such as shuttles, taxis, tolls, parking, etc. are reimbursable.
- Lodging at the conference venue is reimbursable. In the event that such lodging is unavailable then lodging is limited to the most cost effective rate considering proximity and access to transportation.

Meals
Meals will be reimbursed based on actual itemized receipts subject to a maximum limit of $15.00 per meal or $45.00 per day. Only allowable items will be reimbursed.

Only expenditures addressed in this procedure are considered reimbursable.

Legal Reference(s): 2 CFR 200.474

First Read: November 7, 2017
Second Read: