

Travel Guidelines

School Tax Identification Number: 83-6000658

Recommended Per Diem for meals:

\$30.00 for in-state; (\$15.00 for half day)

\$40.00 for out-of-state; (\$20.00 for half day)

Alcoholic beverages CANNOT be charged to the district or be reimbursed.

Please include detail receipts with the credit card form. Print the names of each individual who participated in the amount on the receipt. (i.e. names of those who were included in lodging, meals, registrations, etc.) Make certain to SIGN ALL receipts (food, gas, lodging, etc.).

Please sign the Credit Card/Out-of-District Travel Voucher at the bottom right (yellow box) in the space provided, making certain to attach all signed receipts.

Please ask for the government/school rate for lodging.

Accommodations/lodging should be tax exempt.

Provide the School Tax Identification Number when necessary.

Often with out-of-state travel, there may be a question regarding credit card use/verification; please feel free to call (307) 347-9286 for verification from Central Office.