



# WEST LAS VEGAS SCHOOLS

## Travel Reimbursement Directions

**PARTIAL DAY PER-DIEM RATES WHERE NO OVERNIGHT LODGING IS REQUIRED ARE AS FOLLOWS:**

- |    |  |          |
|----|--|----------|
| a. | for less than two (2) hours of travel beyond the normal work day,              | \$ 0.00  |
| b. | for two (2) hours, but less than six (6) hours beyond the normal work day,     | \$ 12.00 |
| c. | for six (6) hours, but less than twelve (12) hours beyond the normal work day, | \$ 20.00 |
| d. | for twelve (12) hours or more beyond the normal work day,                      | \$ 30.00 |

**PER DAY PER-DIEM FOR LODGING AND/OR MEALS WHERE OVERNIGHT LODGING IS REQUIRED AND SUCH LODGING IS NOT PAID DIRECTLY TO THE HOTEL BY THE DISTRICT:**

- |    |                                     |           |
|----|-------------------------------------|-----------|
| a. | in state areas                      | \$ 85.00  |
| b. | in state special areas (Santa Fe)   | \$ 135.00 |
| c. | out of state areas                  | \$ 115.00 |
| d. | or actual lodging and meal expenses |           |

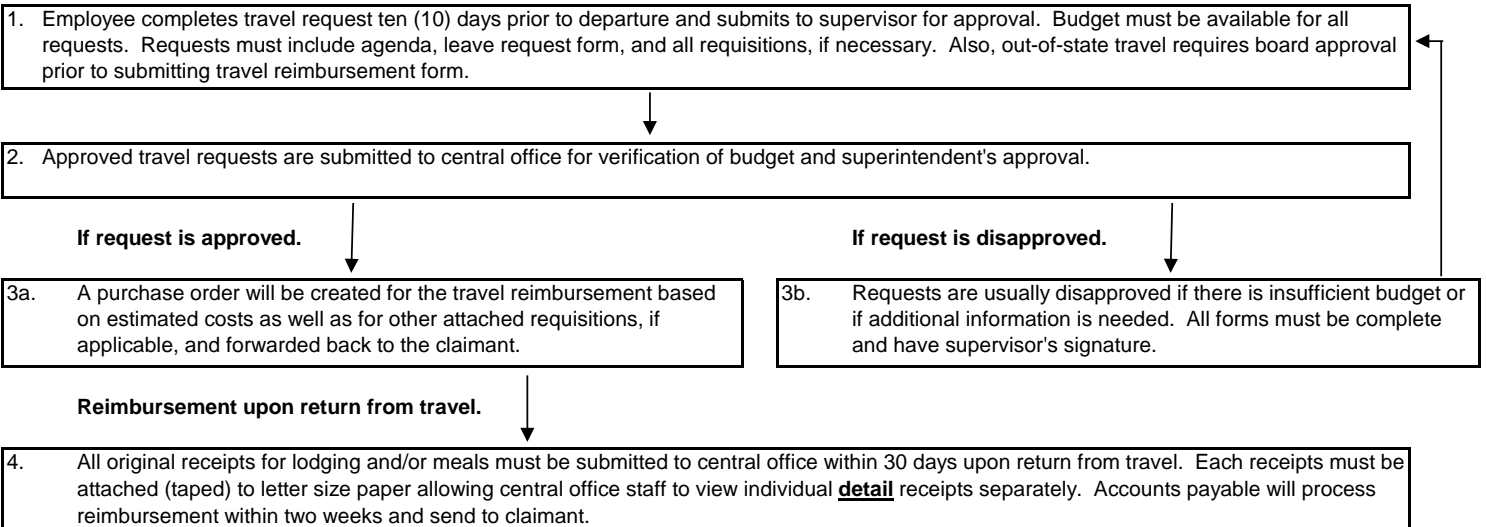
**PARTIAL DAY PER-DIEM AFTER RETURNING FROM OVERNIGHT TRAVEL:**

- |    |  |          |
|----|--|----------|
| a. | for less than two (2) hours of travel beyond the normal work day,              | \$ 0.00  |
| b. | for two (2) hours, but less than six (6) hours beyond the normal work day,     | \$ 12.00 |
| c. | for six (6) hours, but less than twelve (12) hours beyond the normal work day, | \$ 20.00 |
| d. | for twelve (12) hours or more beyond the normal work day,                      | \$ 30.00 |

**REIMBURSEMENT FOR ACTUAL MEAL EXPENSES IN LIEU OF PER DIEM RATES FOR 24 HOUR PERIOD (WHEN LODGING IS PAID DIRECTLY TO THE HOTEL BY THE DISTRICT):**

- |    |                    |          |
|----|--------------------|----------|
| a. | in state areas     | \$ 30.00 |
| b. | out of state areas | \$ 45.00 |

**STEPS TO COMPLETION OF TRAVEL REQUEST AND REIMBURSEMENT:**



**NOTES:**

- a. All per diem reimbursements will be processed through payroll.
- b. "Normal work day" means 8 hours within a nine-hour period for all public officers and employees both salaried and nonsalaried, regardless of the officers' or employees' regular work schedule.
- c. Groups of more than 1 person may only submit one personal vehicle reimbursement, if school vehicle is not available, unless approved by the Superintendent.
- d. Request of school vehicle must be made prior to submitting travel reimbursement form to the Transportation Department at 426-2314.