

Vista School: Travel Reimbursement Policy (updated 2/17/16)

For travel required by the state of Utah or requested by Vista School administration the following travel reimbursements will apply:

Personal Vehicle Mileage reimbursement rate:

Vista School will reimburse for mileage at the IRS business mileage rate.

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

The employee should submit a Mapquest/Google Map document showing the round-trip mileage required.

Meal Rate Reimbursements: *For meals that are required in order to attend the required training/meetings. If meals are provided by hotel, or conference, you must not submit reimbursement for these. Employee must submit a receipt for the actual costs. Reimbursement will be for actual costs (including tips) up to the following limits. Charges in excess will be the responsibility of the employee.*

Breakfast-\$15

Lunch-\$15

Dinner-\$25

Hotel Policy:

The choice of the hotel for any given training/meeting will be up to the business office to select. Whenever possible, these accommodations will include a mid-range hotel (2.5-4 stars) that will include breakfast.

If an employee requests a different room size, accommodation or another hotel whose costs exceed the business office selection, the employee will be responsible to pay the difference of the rates at the time the hotel is booked. The quote for the business office selected hotel should be included with the paperwork of the charges of the employee's special request.