

# Dietrich School District No. 314

7430P

## FINANCIAL MANAGEMENT

### Per Diem and Mileage Allowance

All Travel within the state requires approval of the building principal or director. All travel outside the state requires the approval of the Superintendent and Board of Trustees. All travel during business hours requires a leave request be filed by the employee including those items when a substitute is not required.

Dietrich School District is a “Drug Free Workplace” and the administration reminds employees that per diem monies may not be used for the purchase of alcoholic beverages. The District will reimburse at the following per diem rate:

**Lodging:** will be paid at standard Federal Per Diem Rates area traveled according to <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

### **Daily Per Diem:**

- In State: Paid at the standard Idaho Per Diem Rates.
- Out of State: Paid at standard Federal Per Diem Rates area traveled according to <https://www.gsa.gov/>.

### Policy History:

Adopted on: January 2020

Revised on:

Reviewed on: