

Vista School: Travel Reimbursement

Travel required and approved by Vista School administration will be paid or reimbursed only if the travel request is approved. The business office must arrange all travel. Electronic payment methods or credit cards must be used before the reimbursement option becomes available. If approved, cash per diem or checks may be issued for special circumstances.

Transportation:

When travel is required, Vista School reimburses expenses based on the most cost-effective option: either a business office-arranged rental car via the Utah State Contract or standard mileage reimbursement, whichever is less. If you extend your trip for personal time, all business travel reimbursement (including rental car coverage) ends immediately. Employees are responsible for covering all costs incurred during the personal portion of the trip.

Rental Cars:

Rental cars must be booked and paid for by Vista School using the state contract or a lower-priced rental agency. Rental cars are not allowed if staying at a conference hotel unless special accommodations are required and approved. Rental cars must receive prior approval through a travel request.

Personal Vehicle Mileage reimbursement rate:

Mileage reimbursement must be pre-approved before trips. If approved, Vista School will reimburse for mileage at the IRS business mileage rate.

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

Employees should submit a MapQuest/Google Maps document showing the required round-trip mileage. Mileage should be calculated from Vista School to the destination and back.

Meal Rate Reimbursements: Only meals that are required in order to attend the required training/meetings will be reimbursed. If meals are provided by the host, hotel, or conference, you cannot submit reimbursements for those meals. Employees 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-\$16
- Lunch-\$20
- Dinner-\$30

***Total Daily per diem = \$66**

(Total daily per diem may be combined if meals are skipped, but may not be combined if the host, hotel, or conference provides meals).

Hotels:

The business office selects mid-range hotels (2.5–4 stars with breakfast) within the approved budget. Employees are responsible for all incidental deposits. If you extend your stay for personal time, upgrade your room, or choose a different hotel, you must pay the price difference at the time of booking and provide the original school-selected quote with your paperwork. School coverage for hotel costs ends the moment personal time begins.