



# KPBSD Employee Travel Guidelines

All travel must have prior approval of supervisor

Reimbursement requests must be signed by your administrator

Travel expenses must be submitted on a monthly basis (per board policy – BP 3360)

Original itemized receipts must be attached to reimbursement requests (Hotel bills, registrations, parking, luggage fees, taxis, etc.)

## Meal Per Diem

Per Diem rates listed below are based on current Alaska rates. Visit [www.gsa.gov](http://www.gsa.gov) for out of state rates, based on Federal rates. The current rate in Alaska is \$60 per day.

Breakfast:	\$12.00	Midnight to 10:00 am
Lunch:	\$16.00	10:00 am to 3:00pm
Dinner:	\$32.00	3:00pm to Midnight

Meals or incidental expenses will be paid only if travel requires extended hours, out of district travel or overnight lodging. (To be eligible for meal reimbursements on the day travel begins or ends, an individual must be traveling for a minimum of three consecutive hours within the meal period above.)

Meal allowances will be prorated depending on departure and arrival times, or if meals are included in a conference or registration fees.

## Car

Personal vehicles used for travel are reimbursed at the Federal mileage rate, up to the cost of the most economical airfare rate to the same destination. The current rate in Alaska is .54/Mile. – 1/1/16. [www.gsa.gov](http://www.gsa.gov)

Taxi fares and parking will be reimbursed upon return – ITEMIZED RECEIPTS ARE REQUIRED.

## Air

Use a public carrier, most economical fare and most direct route.

Reservations on District Purchase Order or charged to District Procurement Card (Pro-Card).

## Hotel

Request government rate when making reservations.

The Municipality of Anchorage recognizes our tax exempt status. Using a Purchase Order or Pro-Card for your hotel stay can help to ensure you are not charged any bed/rental taxes there. **Because of this option, these taxes incurred on a personal credit card will not be reimbursed.**

We recommend using a Purchase Order for all travel within Alaska.

Outside Alaska, you'll likely need to use your District Pro-Card.

All personal charges not reimbursable by the District, (for example: room service, movies, extra nights for personal convenience) MUST be paid by the employee prior to check-out.

**Questions? Contact the Accounts Payable department @714-8874**