

**6Gx53-5.011 TRAVEL EXPENSE REIMBURSEMENT:**

All travel must be approved by the Superintendent. The Superintendent shall establish and adjust travel expense reimbursement rates.

- I. Mileage Rates: The maximum mileage reimbursement rate shall not exceed the rate established by the Internal Revenue Service.
- II. Per Diem: The maximum per diem reimbursement shall not exceed the rate established by the Internal Revenue Service.
- III. Actual Expenses: Actual expenses, excluding meals, shall be paid according to Florida Statute 112.061. A receipt and statement justifying the actual expense must be included in the reimbursement request showing that the expense was reasonable and necessary under the circumstances.
- IV. Cross Reference – Volunteer Travel and Temporary Duty Leave: See Chapter Three, Policy Number 6Gx53-3.003, Paragraph VI. E.6. Volunteer Travel and Paragraph VIII. Temporary Duty Leave.

Statutory Authority: Florida Statutes 1001.32, 1001.41, 1001.42, and 1001.43

Laws Implemented: Florida Statute 112.061

Adopted: July 26, 1972

Readopted: April 18, 1987

Amended:

October 11, 1976

August 10, 1977

April 23, 1980

October 13, 1998

June 14, 2005

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