

CASD Travel Policy

Reimbursement for Workshops/Conferences will be as follows:

Lodging	\$ 89.00 per night plus local tax per employee (recommended)
Breakfast	\$ 7.25
Lunch	\$ 11.00
Dinner	\$ 21.00

Please obtain a tax exempt certificate for your hotel prior to traveling as CASD will not pay Michigan state sales tax (local sales tax is reimburseable)

All overnight stays within 60 miles of Grayling must have prior approval from administration.

Incidental costs:

Parking fees (per day): \$5.00

Food - Tax and tip costs are included in the above per diem rates

Please keep itemized receipts for your meals as CASD will not give reimbursement without them. Note - alcoholic beverages are not reimbursable and should not appear on the reimbursable receipt.

Mileage Rates - private car: \$0.51 per mile

Mileage for personal car use will not be approved if the school van or car is available for entire trip.