



Guidelines for Reimbursable Travel and Per Diem Expenditures for Fiscal Year 2012

Travel includes the costs of transportation, meals, lodging, and registration.

Schools shall decide what they will reimburse for mileage, meals, lodging and registration fees. The Department of Career and Technical Education (CTE) will reimburse the school for approved costs up to the budgeted amount, shown on the annual plan based on the current reimbursement rates.

I. Allowable Expenses

- A. Transportation – Reimbursement is for CTE class activities and approved Career and Technical Student Organizations (CTSO) state convention and one statewide leadership activity
 - Personal and district-owned cars at * per mile up to 300 miles from the state border and 18 cents per mile thereafter. *See In-State Travel Table for mileage rate at www.nd.gov/cte/forms.
 - District-owned or leased vans at .55 cents per mile and .95 cents per mile for 16-passenger or larger buses.
 - Commercial transportation at actual cost
- B. Lodging
 - In-state – Actual cost plus applicable tax not to exceed In-State Travel Table found at www.nd.gov/cte/forms
 - Out-of-state at actual lodging cost
- C. Meals
 - In-state meal rates are \$6 for breakfast, \$9 for lunch, and \$15 for dinner.
 - Out-of-state rates – daily rates for each state may be found at www.nd.gov/cte/forms under Travel and Out-of-State Meal Allowance Rates. The percentages allocated to each meal are: 20% breakfast, 30% lunch, and 50% dinner.
- D. Registration Fees – Reimbursed at the actual cost
 - Excludes professional association dues

II. Permitted Uses

- A. Instructor travel reimbursement:
 - Coordination of Occupational Work Experience Programs
 - Selection of training sites and meetings with employers.
 - Supervision of students at the training sites.
 - Class trips and CTE class activities related to the occupational objectives of the program
 - Annual Professional Development Conference
 - Out-of-state conferences and meetings
 - Other professional development activities (workshops or meetings)
 - Coordination and/or improvement of the instructional program
 - Travel for CTSO activities
- B. CTSO Activities
 - In-state transportation for students to one state convention and one statewide leadership activity
 - Out-of-state travel – only instructor expenses is reimbursable (student travel is not reimbursed). An additional vehicle or expenses for a bus driver are not reimbursed.