**2.6 Travel Expenses:** Employees required to travel shall be entitled to reimbursement for all expenses associated with their duties.

* + 1. **Transportation:** The actual cost of transportation, taxi fares, telephone costs and similar items that are incidental and are necessary to the performance of official business while in travel status.
    2. **Mileage:** Travelers may use their private vehicle for business purposes if it is less expensive than renting a car or using alternative transportation. Reimbursement for personal vehicle use may be claimed at the standard IRS mileage rate. All travel must be by the most direct or expeditious route possible and any employee who travels by an indirect route must bear any extra expense occasioned thereby. Employees using their own vehicles for travel incurred for the District business will be required to carry an automobile insurance policy with coverage as specified by their state of residence and a valid driver’s license.

2.6.3 **Lodging**: Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts and reimbursement may not exceed the GSA per diem maximum rate.

2.6.4 **Meals:** Employees will be allowed meal expenses directly related to business. To claim a travel meal, a person must be on travel status or attending an in-District meeting where a meal is served and provide actual receipts. Reimbursement may not exceed the GSA per diem maximum rate.

2.6.4.a For breakfast, personnel must be on travel status for two hours or more before the beginning of their regularly scheduled work time and for dinner, personnel must be in travel status for two or more hours beyond the end of their regularly scheduled work time. For other than local travel, lunch is an allowable expense.

2.6.4.b Meals included in the registration fee for a conference, seminar or other event are not to be claimed separately for reimbursement.

2.6.4.c Expenses for non-employees who accompany the employee on a trip are not reimbursable.

2.6.4.d Any expenditure for alcoholic beverages is not reimbursable.

2.6.4.e Any expenditure for entertainment is not reimbursable.

2.6.5 **Meals at Local Meetings:** Meals at local meetings, where attendance by the employee is required, will be provided at no charge to the employee.