

Business Travel Guidelines

MILEAGE:

Mileage must be according to the approved mileage chart below:

For school business travel, please use the following mileage chart to determine the amount of travel to enter on your mileage reimbursement form. This mileage is from the Pottsville School to these frequently traveled areas.

Standard Mileage (**round trip**) to:

Plumerville	50	Conway	80
Eureka Springs	270	Fort Smith	180
Little Rock	140	Hot Springs	160
Searcy	180	Texarkana	400
Fayetteville/Springdale	260	Batesville	270
Beebe	150	Cabot	150

When more than 1 person is traveling to the same area, car pooling is required.

MEALS:

Meals will need original receipt that shows the items purchased. A credit card slip that indicates only the total amount will **not** be sufficient.

Also, the board has adopted meal maximums of: Breakfast \$7, Lunch \$12, Dinner \$25.

Generally breakfast on the day of departure and dinner on the day you return will not be covered by the district.