

MARIA MONTESSORI ACADEMY
Policy: Travel Policy
Adopted: July 12, 2010



PURPOSE

The purpose of this policy is to establish procedures for authorization of travel by employees or agents of Maria Montessori Academy (the "School") who may be required to travel to fulfill their official duties or to attend seminars, conferences, or other professional or educational activities benefiting the School.

POLICY

1. This policy applies to all employees, officials or agents travel to conventions and/or travel undertaken for execution of School business. This includes but is not limited to:
 - a. Travel requiring an overnight stay; and
 - b. Conventions and conferences when no overnight stay is required.
2. This policy does not apply to field trips, which are or will be addressed in a separate Field Trip Policy.
3. All travel must be approved in advance by the Director or the Board if the Director is the traveler. All requests for travel approval will be requested at least three (3) weeks prior to departure date and prior to making any arrangements. Travel requests shall explain the purpose of the travel and, where applicable, include the conference registration materials, proposed hotel accommodations, and approximate airfare. Flight reservations will be made by the School's Management Company.
4. Per Diem expenses will be paid for all approved travel events which are more than 100 miles from the School campus. The per diem will be paid to the traveler by check no less than 48 hours prior to departure date.
 - a. Out-of-State per diem of \$55 per day will be paid as follows: \$30 for dinner, \$15 for lunch, and \$10 for breakfast.
 - b. In-State per diem of \$50 per day will be paid as follows: \$25 for dinner, \$15 for lunch, and \$10 for breakfast.
5. Reasonable and necessary ground transfer and mileage rate expenses will be reimbursed based on receipts submitted for such expenses. The traveler is responsible for collecting receipts in order to present them for reimbursement. Mileage will be reimbursed at the standard IRS mileage reimbursement rates in effect at the time.
6. Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start by the Director or the President of the Board of Directors.

Signature:

Linda Martinez *July 12, 2010*
Linda Martinez, Board Vice-Chair Date