

STEM Action Center Travel Guidelines

Section 1

STEM Action Center will reimburse travel expenses based on the [State Travel Policy and Procedures](#), including but not limited to the following criteria:

- **Personal vehicle roundtrip mileage:** One person from each personal vehicle used for travel can submit a travel reimbursement claim for mileage figured at the rate of 67.0 cents per mile. Use Google Maps or a similar map service to show the mileage between your origin and destination. A copy of the map must be submitted with other receipts and documentation. Under no circumstances may gas be reimbursed if used in a personal vehicle. ***If your personal vehicle is not the most cost-efficient mode of travel, you will only be reimbursed the cost of the most efficient mode (please include documentation to justify the cost of the most efficient mode).***
- **Airfare and airport parking** will be reimbursed for those traveling by air, *provided that this is the most cost-effective mode of travel*. Receipts for traveler must be attached to the travel reimbursement form. For ticketless travel, attach a copy of the itinerary which includes the cost of the ticket and the boarding passes. All attendees are responsible for making their own airline reservations. Please find the lowest possible fare that will allow you to arrive at the meeting on time.
- **Meals:** You can claim eligible meal expenses based on the state per diem rate for meals not provided at the meeting or hotel only. Reimbursement is \$13.75 for breakfast (if leaving before 7:00am), \$19.25 for lunch (if leaving before 11:00am or returning home after 2:00pm), \$30.25 for dinner (if returning home after 7:00pm), and \$55.00 max for a full day. To claim meal per diem, the traveler must travel 50 miles or more one way. **Please do not submit meal receipts.**
- **Lodging:** If you are traveling 50 miles or more one way and require an overnight stay, please make your own room arrangements using reasonable accommodations and then request reimbursement. Traveler shall consider proximity and daily rate as their primary consideration for reserving lodging. At the time a reservation is made or when registering on-site, travelers should request the “government rate”, if available.
- **Rental cars and transport to the meeting.** Receipts for rental and gas will need to be submitted *if this is the most cost-efficient method of travel*.
- STEM Action Center will ***only reimburse the value of the most cost-effective and efficient mode of travel, regardless of the actual mode of travel used.*** This includes using the most direct and/or efficient route of travel that considers actual costs.

The travel reimbursement form can be found on the [Travel Reimbursement webpage](#). The deadline for submitting your form is **within two weeks of the event/conference/training date**. Complete the travel form and **attach required receipts** (please do not include meal receipts) and agenda. Final approval for travel expenses will be made by STEM AC. Payments are normally made within 30 days after the claim is received and approved by STEM AC. If you have questions, please contact [Stephanie Lee](#).

Section 2

Maximum Travel Reimbursements Amounts:

STEM AC will pay the individual traveling directly. If your organization agrees to pay your hotel/travel costs, we will need an invoice from them along with all other required documentation (hotel receipt, agenda, etc.). The information below are **maximum** amounts based on mileage or flight, state per diem rates, hotel, and local transportation. By Idaho State Travel Policy, see Travel Guideline above on page 1, **you will only be reimbursed for the most cost-effective mode of travel** (i.e., if a flight is cheaper than driving and you decide to drive vs fly, you will only be reimbursed for the cost of the flight, not mileage).

Rates below are based on your home address as indicated on your W9 to the training site using the [Google Maps](#).

Table 1 - Maximum Travel reimbursement amounts indicated below.

	<i>Amounts below do account for ROUND TRIP travel – based on mileage or flight, state per diem rates, hotel, and local transportation.</i>				
Your Round Trip Mileage	1 Day Workshop/PD	2 Days Workshop/PD	3 Days Workshop/PD	4 Days Workshop/PD	5 Days Workshop/PD
0.5-49.9	\$70.00	\$120.00	\$185.00	\$240.00	\$300.00
50.0-100	\$315.00	\$690.00	\$890.00	\$1085.00	\$1250.00
101-150	\$585.00	\$750.00	\$945.00	\$1140.00	\$1310.00
151-200	\$620.00	\$800.00	\$990.00	\$1185.00	\$1370.00
→ 201-300	\$745.00	\$940.00	\$1120.00	\$1420.00	\$1510.00
→ 301-400	\$860.00	\$1090.00	\$1230.00	\$1380.00	\$1640.00
401-550	\$900.00	\$1200.00	\$1305.00	\$1505.00	\$1665.00

→ It was determined that driving is cheaper than flying. However, if you can find a flight with the cost of per diem, mileage to/from house to/from airport, etc. that is cheaper than driving, please provide both, the cost it would have been to drive vs what you are requesting to be reimbursed so we can verify flying was the cheaper option.

Please review the Travel Guidelines (page 1) above or the [State Travel Policy and Procedures](#) for per diem and mileage reimbursement.