



## STEM Action Center Travel Guidelines

### Section 1

The STEM Action Center will reimburse travel expenses based on the [State Travel Policy and Procedures](#), including but not limited to 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 58 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 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 to 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 \$12.25 for breakfast (if leaving before 7:00am), \$17.15 for lunch (if leaving before 11:00am or returning home after 2:00pm), \$26.95 for dinner (if returning home after 7:00pm). To claim meal per diem, the traveler must travel 50 miles or more one way. You do not need to 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.
- **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*.
- The STEM Action Center will ***only reimburse the value of the most cost-effective and efficient mode of travel, regardless of actual mode of travel used***. This includes using the most direct and/or efficient route of travel that considers actual costs.

Travel forms are attached to this email. The deadline for submitting your form is **within two weeks of the event/conference/training date**. Complete the travel form and **attach required receipts** (no meal receipts please) and conference agenda. Final approval for travel expenses will be made by the STEM Action Center. Payments are normally made within two- four (2-4) weeks after the claim is received and approved by STEM AC. If you have questions, please contact Sondra Chadd at [Sondra.Chadd@STEM.idaho.gov](mailto:Sondra.Chadd@STEM.idaho.gov).

## Section 2

**Maximum Travel Reimbursements Amounts:**

STEM AC will pay the individual traveling directly instead of going through their district or organization. The information below are *maximum* amounts based on your mileage, state per diem rates, and hotel. By Idaho State Travel Policy, see Travel Guideline above in 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 flight cost, not mileage).

Rates are based from your home address as indicated on your W9 to the training site using the Rand McNally Directions site (<http://maps.randmcnally.com/>).

**Section 2: Table 1**

<b>Maximum Travel reimbursement amounts indicated below. Amounts below do account for ROUND TRIP travel – based on mileage, state per diem rates, and hotel.</b>					
Your Round Trip Mileage	1 Day Workshop/PD	2 Days Workshop/PD	3 Days Workshop/PD	4 Days Workshop/PD	5 Days Workshop/PD
0.5-49.4	\$57.30	\$114.61	\$171.91	\$229.22	\$286.52
49.5-100.4	\$175.00	\$300.00	\$425.00	\$550.00	\$675.00
100.5-150.4	\$250.00	\$375.00	\$500.00	\$625.00	\$750.00
150.5-200.4	\$325.00	\$450.00	\$575.00	\$700.00	\$825.00
200.5-300.4	\$400.00	\$525.00	\$650.00	\$775.00	\$900.00
300.5-400.4	\$475.00	\$600.00	\$725.00	\$850.00	\$975.00
400.5-500.4	\$550.00	\$675.00	\$800.00	\$925.00	\$1,050.00
500.5+	\$625.00	\$750.00	\$875.00	\$1,000.00	\$1,125.00

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

To ensure you are traveling at the most cost-effective mode, please use the Mode of Travel Comparison Form within the application for which you are applying. Contact Stephanie, [stephanie.lee@stem.idaho.gov](mailto:stephanie.lee@stem.idaho.gov), if you would like a copy.