



## Travel

### Board Policy II

*Adopted 02-14-12*

*It is the policy of the Idaho Falls Auditorium District (IFAD) to carry out travel that is relevant and necessary to the execution of Board business and to do so in as frugal a manner as possible without sacrificing necessary or desirable efficiencies. Whereas IFAD Board members serve voluntarily, it is appropriate for the IFAD to pay for all approved travel expenses to avoid creating personal hardship.*

- A. **Approval.** IFAD travel must be approved by the Board.
- B. **Arrangements.** Where possible, travel arrangements will be made by a single person who is generally acting as the Board administrator so as to take advantage of applicable discounts and economies of scale.
- C. **Reimbursement.** Reasonable and approved travel expenses will be reimbursed in accord with the following guidelines:
  - 1. **Lodging** will be reimbursed at the room rate only. Incidentals charged to the room are the responsibility of the traveler.
  - 2. **Airfare, Carfare, or Train fare** will be reimbursed at the economy or coach class rates. The cost for any upgrades will be borne by the traveler.
  - 3. **Personal Car Mileage** will be reimbursed at the published State of Idaho rate. Any incidental miles traveled on the same trip will not be reimbursed.
  - 4. **Meals** will be reimbursed at the state per diem rate or at actual cost whichever is lower—unless exigent circumstances warrant payment at the higher rate.