



Travel Guidelines for State and Federal Grants (200, 300, and 900 Funds)

All Fort Mill School District (FMSD) employees must adhere to State and Federal guidelines when traveling on District business funded by State or Federal Grants. These guidelines apply to mileage, lodging, and meal per diems.

Mileage:

- FMSD adjusts its mileage rate to conform to the US General Services Administration (GSA) rate, which periodically changes. The current rate is \$.58 per mile effective 1/1/2019.
- Current rates are available at www.gsa.gov/portal/content/100715.

Lodging:

- FMSD uses the current GSA rates for lodging which are available at www.gsa.gov/portal/content/104877. This site includes a searchable map which provides rates based on destination and month of travel.
- Rates are **per room**, not per person.
- FMSD will pay only up to these rates, regardless of whether we pay the hotel directly or reimburse the employee for their travel expenses.
- The school/department is responsible for any expenditures in excess of these rates and will pay for any overages using the school/department general fund (100) or one of the school activity funds (700).

Meals:

- Meals included in the cost of registration are not reimbursable.
- FMSD will reimburse (**from 200, 300, and 900 funds**) only the **State** daily per diems listed below.

Meal	Depart Before	Return After	In-State	Out-of-State
Breakfast	6:30 AM	11:00 AM	\$ 6.00	\$ 7.00
Lunch	11:00 AM	1:30 PM	\$ 7.00	\$ 9.00
Dinner	5:15 PM	8:30 PM	\$12.00	\$16.00
Daily Maximum			\$25.00	\$32.00

- The school/department is responsible for any expenditures in excess of these rates (**up to the District approved meal per diems**) and will pay for any overages using the school/department general fund (100) or one of the school activity funds (700).