

Travel Reimbursements

Car Travel Reimbursements

1. Employees will not be reimbursed for travel to and from home and the employee's school of work.
2. Employees will not be reimbursed for driving to and from/between schools within the city where their school is located.
3. For travel to meetings at other locations outside of the region in which your school is located, you will be reimbursed at the government mileage rate (\$0.58 per mile as of the date of this printing, subject to change). Mileage is calculated from your school to the location of the meeting. When requesting reimbursement for mileage, please include a copy of a map that indicates the distance.

Meal Reimbursements

1. For required overnight travel, employees are eligible for reimbursement of any meal that was not provided by Young Scholars CS or a hosting organization. Meals are reimbursed according to the federal guidelines:

Breakfast: up to \$15

Lunch: up to \$16

Dinner: up to \$28

When requesting reimbursement for meals, please include an itemized receipt.

2. For full day travel to a project worksite outside of the city in which the employee's school is located, defined as an employee leaving their home in the morning and returning to their home the same evening, employees are only eligible for reimbursement of lunch according to the federal guidelines above. Employees are not eligible for reimbursement of lunch when meals were provided by Young Scholars CS or a hosting organization. When requesting reimbursement for meals, please include an itemized receipt.
3. For part day travel to a worksite within or outside of the city in which the employee's school is located, defined as an employee visiting the worksite and their school on the same day, employees are not eligible for any meal reimbursement.