

Early College Program

Department Travel Policy Updated 2023

Effective September 1, 2022

Travel to high schools:

- 1) It is preferred that you take an Enterprise Rental car if you are traveling outside a 35 mile radius from Pocatello, or from your primary work location. You can schedule that through the link on the ISU website: <https://www.isu.edu/transportation/motor-pool/enterprise-partnership/> Enterprise requires you to return the car with the same amount of gas that was in the tank when you left their lot. Please be cognizant of the gas that you put in the vehicle, not filling up more than you used, but always returning a full tank if given a full tank. If you prefer to take your own vehicle, or feel safer driving a personal vehicle, see reimbursement noted below.
- 2) If you are traveling within a 35 mile radius of Pocatello, or primary work location, you may choose to use your personal vehicle and receive the reimbursement listed below or schedule a motor pool vehicle: <https://www.isu.edu/transportation/motor-pool/vehicle-request/>

Vicinity mileage is not reimbursable. This would include travel within 50 miles of your Official Primary Workstation city and includes the Pocatello, Idaho Falls, and Meridian city limits.

Personal Vehicle Reimbursement

- 1) For anyone opting to use their own personal vehicle for travel, you will be reimbursed the cost of using an Enterprise rental car plus gas or mileage (whichever is the lowest cost). The criteria for an Enterprise rental car is as follows:
 - a. You will receive the current rate of a one-day Enterprise Rental, at \$37.29 and you will receive the current Pocatello gas rate of 25 miles traveled per gallon.

EXAMPLE: Traveled from Pocatello to Idaho Falls round trip = 100 miles

Reimbursement: \$37.29 (Enterprise Daily Rate) + gas (100/25 miles=4) \$4.16 current gas rate/gallon x 4=\$16.64 Total Reimbursement: (\$37.29+16.64= **\$53.93**)

Overnight Stays

- 1) An overnight stay is only reimbursable if the high school destination is more than a 2 hour drive from your primary work location AND the high school class starts between 7:00AM-8:59AM. You will be reimbursed at the current state per diem rate for lodging and meals. See meal per diem below.

Meal Per Diem (Standard)

- 1) Breakfast – if departure time is 7 am or before, or return time is 8 am or after.
- 2) Lunch – if departure time is 11 am or before, or return time is 2 pm or after.
- 3) Dinner – if departure time is 5 pm or before, or return time is 7 pm or after.

Submitting Travel Reports

- 1) Travel authorizations must be submitted and approved at least two days prior to traveling.
- 2) Travel reimbursements must be filed within 30 days of travel. Submitting the travel reimbursement, liaisons certify that all expenses comply with policy, are correct, and were incurred in performance of University-related business.