

LUGGAGE FEE REIMBURSEMENT

If the airline charges a fee for checked luggage, the district will reimburse the fee for one bag. Two bags can be reimbursed for trips of more than three days (not including personal travel extension).

A receipt from the airline is required for reimbursement. Be sure it has your name, the date, city, and payment transaction.

Fees for curbside check-in or overweight bags will not be reimbursed.