

POLICY # 1.16
EMPLOYEE TRAVEL

It is recognized by the Board of Education that reimbursable travel by District employees is necessary for the effective functioning of our schools. The Board wishes to encourage the continued professional development of its employees and to provide for the expenses of those who are conducting official business of the District. The following provisions have been adopted as policy regulating reimbursement for such activities:

Requests for transportation and other personal reimbursement related to travel expense shall be submitted to the Superintendent for his/her approval prior to the actual expenditure. (Request for Professional or Educational Leave).

Claims for reimbursement shall include itemized expenses and receipts. Travel expenses will not be refunded after ninety (90) days from date of travel.

Car expenses shall be based upon the federal level. Reimbursement for meals will only be approved for overnight stays. Air travel reimbursement shall be only at standard or economy rates. Only necessary expenses will be reimbursed. The Superintendent of Schools may adjust these rates to accommodate those employees conducting official business for the District.

Unless previously approved, District employees are to utilize a school vehicle such as a school car, van or bus. District employees approved for a specific event shall ride in one vehicle when possible. In some instances it may be necessary and/or desirable to approve mileage.

This policy shall provide for in-district travel as well as out-of-district travel as long as each trip is approved and recorded. All travel must be for strictly school approved business such as supervision of athletic events, attendance at professional meetings, and other approved school business.