

TRAVEL

The goal of the Board of Trustees to provide transportation or reasonable reimbursement for employees required to travel as a result of their job responsibilities. It is also the goal of the Board to provide transportation or reasonable reimbursement for employees traveling to approve out of district meetings and conferences.

Employees are expected to be good stewards of District funds. It is understood that food at conferences venues and hotels can be expensive. Nonetheless, employees are to be prudent and use good judgment when selecting restaurants.

The Superintendent may authorize the use of a district vehicle for employees required to travel on school business or for approved meetings and conferences. Reimbursement for the use of a privately owned vehicle on authorized school business or while attending approved conferences and meetings shall be the Internal Revenue Service (IRS) allowable rate in effect at the time of travel.

The Superintendent shall set forth in administrative regulations the procedures for:

1. Requesting transportation to and from approved meetings and conferences.
2. Requesting reimbursement for all authorized transportation travel expenses.