

EXPENSE REIMBURSEMENT

The superintendent may authorize the use of a district vehicle or reimbursement of travel expenses for employees whose job responsibilities require travel.

Management employees who use their own automobiles are to be reimbursed for necessary travel from the work site to conduct district business. The rate of the reimbursement shall be the IRS allowable rate in effect at the beginning of the fiscal year. The following conditions shall apply to qualify for reimbursement:

1. Evidence of liability and property damage insurance and evidence of a valid California driver's license must be provided in advance.
2. Claims for reimbursement for the use of private vehicles to conduct school business must be made on district form #D-31 and filed at the end of each calendar month.

Management employees shall be reimbursed all reasonable expenses (including fees, meals, lodging and/or transportation) incurred for attendance at conferences, meetings, and/or training sessions attended in connection with their employment responsibilities.