

TRAVEL/REIMBURSEMENT

It is the policy of the Governing Board to pay all actual and necessary expenses incurred by any employee of the district in the course of performing authorized services for the district, both within the district and out, including travel.

The Superintendent is directed to establish regulations for implementing this policy, and the Superintendent is authorized to exercise all powers authorized under Education code Section 44032 so long as expended funds do not exceed those budgeted for those purposes by the Governing Board.

The Superintendent is authorized to reimburse employees of the district for use of their own vehicles when they are used in their performance of regularly assigned duties by establishing an allowance for such use on either a mileage or monthly basis.

The mileage rate for reimbursement of travel expenses shall be set by the board on recommendation of the Superintendent.

Legal Reference:

EDUCATION CODE

- 44032 Travel expense payment
- 44033 Automobile allowance
- 44576 Remuneration of trainees (employees in staff development projects)

Policy Adopted:

HS BD: 11/20/85
EL BD: 7/6/82

Policy Revised:

Joint Board: 3/25/97