

Business and Noninstructional Operations

Travel Expenses

1. Purpose

The Board authorizes the reimbursement of actual and necessary expenses incurred for workshops, conferences, and other job related professional or community activities whose purposes support the improvement of the educational program of the school. While membership in such organizations and participation in their regular activities are the responsibilities of those who elect to engage in them, the Board supports employees participation in the granting of leave, paying certain expenses, and providing transportation within the limitations of budget provisions.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

2. Superintendent's Authority

All requests involving travel or expenses require the advance approval of the immediate management supervisor. Approval will be made within the framework of this policy, except that the superintendent or designee reserves the right to make such exceptions as deemed to be appropriate when special events may occur. The limitations of this policy do not apply to specified administrative personnel assigned to represent the District under a variety of circumstances relating to the course of their employment and the performance of their responsibilities. (cf. 4131/4231/4331 - Staff Development)

Authorized employees may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards. (cf. 9240 - Board Development) (cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

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Travel Expenses (continued)

3. Professional Activities

The District limits its support, in the form of leave, expenses, or transportation, for professional participation to those activities which relate directly to the educational program of the school and to personnel representing the District and limits employee participation to area of employment classification unless it is to the District's advantage to lift such limitation.

Legal Reference:

CALIFORNIA EDUCATION CODE

44016	Travel expense
44032	Travel expense payment
44033	Automobile allowance
44802	Student teacher's travel expense