

Board Policy F-3: Conference Attendance and Travel Expense Reimbursement



REFERENCES

[Administrative Procedures for Board Policy F-3](#)
[The United States General Services Administration, Mileage Per Diem](#)

THE POLICY

The Salt Lake City School District Board of Education funds or reimburses employees and board members for reasonable and necessary expenses incurred during approved district-related business travel. Individuals are expected to use good judgment and be fiscally prudent in expending public funds when traveling. Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursements will be made for all district-related travel that has been preapproved and complies with the district's travel procedures. The district's procedures and reimbursement rates are aligned with the United States General Services Administration and Internal Revenue Service guidelines.

The purpose of this policy is to authorize and reimburse for travel by district employees and board members who are required to travel to fulfill their official duties, or to attend professional or educational activities benefitting the district.

The district will set forth its specific processes for implementing this board policy through the accompanying [administrative procedures](#).

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United States Code, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.