

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



REFERENCES

[F-3: Administrative Procedures, Conference Attendance and Travel Expense Reimbursement](#)
[Internal Revenue Service Publication 463 Travel, Gift, and Car Expenses](#)
[The United States General Services Administration, Mileage Per Diem](#)

THE POLICY

The Salt Lake City School District Board of Education will pay for reasonable and necessary expenses incurred by employees and board members during approved work-related travel. Individuals are expected to use good judgment and be fiscally prudent in expending public funds when traveling. Employees traveling on district business are representatives of the district and are expected to incur the lowest reasonable travel expenses and maintain a high level of professionalism while traveling. Funding will be provided for all district-related travel that has been preapproved and complies with the district's administrative 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 fund 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 has 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, sex, 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/Title IX Coordinator, 406 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.