

COMPENSATION AND BENEFITS:  
EXPENSE REIMBURSEMENT

DEE  
(REGULATION)

PHILOSOPHY

It is the desire and intent of the District to establish rules and procedures that will encourage and promote adequate travel for employees to maintain a position of leadership among the public schools while recognizing the limit of available financial resources. Resources should be used in a manner that will support the District's goals, produce the greatest benefits to students, and contribute to the educational process.

Each District employee who is authorized to travel assumes, with the acceptance of that authorization, a direct responsibility to limit travel claims to those actually incurred on travel that is clearly for the purpose of discharging essential official business of the District. Planning of day-to-day travel should take into consideration the most economical means of accomplishing the authorized mission.

ROLES AND  
RESPONSIBILITIES

The assistant superintendents will be responsible for developing and distributing written guidelines for professional travel for their respective divisions. These guidelines will be distributed on an "as needed" basis to appropriate personnel at the District and campus levels.

Administrators who are responsible for making travel assignments and for approving travel plans have the responsibility of limiting travel to those trips that are clearly in accordance with District policy, administrative regulations, and/or published guidelines.

PLANNING

Adherence to established guidelines should be evident in budget planning and in the travel requests submitted for approval.