

TRAVEL EXPENSES

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

The Superintendent or designee is directed to establish regulations for implementing this policy, and the Superintendent or designee is authorized to perform all powers authorized under the Education Code so long as expended funds do not exceed those previously budgeted for those purposes by the Board.

The Superintendent or designee is authorized to reimburse employees of the district for use of their own vehicles when they are used in the 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 or designee.

For information on this subject see the employee agreement between the district and the Evergreen Teachers Association.

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense