

POLICY

4000-06

FISCAL MANAGEMENT - TRAVEL EXPENSES

Adoption Date: July, 1978; Revised February, 1982; April 17, 2018

Legal Ref:

Cross Ref:

Travel expenses incurred for official business travel on behalf of Westfield Washington Schools (WWS) shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, by the Superintendent or his or her designee.

The Board of School Trustees shall not advance travel expenses, but employees on approved trips may seek reimbursement for reasonable expenses upon the presentation of receipts to the Superintendent or his or her designee and approval by the Board. Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety.

The Superintendent shall develop administrative guidelines to implement this policy.