

GAN Travel Expenses

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The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class air fare will be reimbursed only when coach space is not available.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including travel between buildings, staff shall be reimbursed at a mileage rate established by the board.

Employees are encouraged to use district vehicles for travel outside the district that is required in the course of employment duties. If a district vehicle is not available the employee may use their personal vehicle and will be reimbursed for mileage driven for school business. The reimbursement will be at the mileage rate in effect at the time the expense is incurred. When a school vehicle is available and the employee chooses to use a personal vehicle for school business, then no mileage reimbursement will be provided, however the superintendent may waive this requirement for extenuating circumstances.

Approved: January 26, 2004; Revised: August 29, 2005