

Travel

The School Board will reimburse employees for normal expenses for hotel, food, registration, and transportation costs incurred while attending authorized conferences or other activities whose purpose is related to instructional or operational improvements in the district. When arrangements for attendance are approved in advance in writing by the Superintendent, employees may attend without loss of compensation. Rates for reimbursement will be established by the School Board each year at their annual meeting.

Out-of-state travel within a distance equal to or less than that within South Dakota may be approved by the Superintendent. All other requests for out-of-state travel must be approved by the School Board prior to the event. The use of school vehicles and equipment must be approved by the appropriate principal and/or Superintendent.

When official travel by personally owned vehicles has been authorized, mileage payment will be made at the rate currently approved by the Board.

Legal References: SDCL 3-9-1; 3-9-2; 3-9-5; 3-9-5.1; 3-9-5.2; 3-9-8 through 3-9-17; 4-7-10.4

Revised: April 10, 2006; July 12, 2010