

# **Addison Central School District**

**Policy: Travel Reimbursement**

**File Code: F1**

**Warned: March 20, 2019**

**Adopted: April 1, 2019**

## **Policy**

It is the policy of the Addison Central School District to reimburse the reasonable expenses for travel for school business on an actual cost basis or on a per diem by its employees, school board members, and volunteers to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Addison Central School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the superintendent or his or her designee will be required.

## **Implementation**

Pursuant to this policy and consistent with relevant collective bargaining agreements, the superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.