

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

ADMINISTRATIVE REGULATION -- TRAVEL EXPENSES

AR 3350

Travel expenses incurred by employees of the County Education Office in the line of duty will be paid at the per diem and mileage rates as established by the County Superintendent of Schools, and in accordance with travel and subsistence claims procedures developed and distributed by the Internal Services Department.

The County Education Office shall follow the rules and regulations as approved by the State Board of Education, as included in the California Administrative Code, Title 5 Education, Chapter 4, Travel Expenses for County Superintendent of Schools and Designated Staff Members, Sections 17430-17436. Changes made in such rules and regulations shall become effective for the employees of the Santa Barbara County Education Office on the same date as effective for other state and county employees.

When any changes are made in the per diem rates or mileage allowances approved by the State of California or by the Internal Revenue Service, consideration will be given to adjusting the per diem rates or mileage allowances for employees of the County Education Office.

APPROVED BY COUNTY SUPERINTENDENT: July 3, 1975

REVISED:

December 4, 1980

May 7, 1992

April 7, 1994

April 6, 1995