

CAMBRIAN SCHOOL DISTRICT
Board Policy

Policy 3350
Adopted: January 22 2002
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BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Expense Reimbursement

I. Conference Attendance

It shall be the policy of the Board to reimburse employees and officials of the District for actual and necessary expenses incurred while attending authorized meetings or conferences when there has been prior authorization by the Superintendent of his/her designee.

II. Mileage Allowance

The Superintendent or his/her designee shall examine each employee assignment and authorize mileage allowance in those instances where the assignment requires the employee to travel in performing the duties assigned by the District and where the employee's personal automobile is used in the performance of his duties. The employee must maintain automobile insurance that meets state requirements.

Approved mileage expenses for employees shall be reimbursed at the current District rate.