Code: **GBC5**
Adopted: June 24, 2006

GAA1. Work-Related Travel

The District will reimburse employees for all reasonable and necessary travel expenses which are directly related to the performance of their assigned duties and which are properly authorized. The District will not reimburse or otherwise pay any expenses that violate commonly accepted standards of sound judgment.

The Superintendent/designee shall develop procedures for travel requests and reimbursement. Reimbursement shall be made only for expenses actually incurred, paid, and authorized under this policy and related procedures.

END OF POLICY

Legal Reference: