



ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Non-Instructional Operations	CODE	F1 REQUIRED ¹
TITLE	Travel Reimbursement		

Statement of Policy

It is the policy of the Addison Northwest School District to reimburse the reasonable expenses for travel for school business on an actual cost basis 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 Northwest School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities.

Administrative Responsibilities

The Superintendent or designee will establish written procedures to implement this travel reimbursement policy. Such procedures shall include:

1. The types of expenses that are covered, such as airfare, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending limits;
4. Method of prior approval; and
5. Time frame for reimbursement.

Date Warned: January 12, 2017; December 8, 2023
Date Adopted: January 25, 2017; December 11, 2023
Legal Reference: 2 CFR 200.475
Cross Reference:

¹ 2 CFR 200.475