

TRAVEL EXPENSES

It is the policy of the board of directors to include in its annual budgets a reasonable amount for travel and expenses incurred on behalf of the district.

It shall be the duty of the superintendent or designee to properly administer and expend these funds in a fair and impartial manner.

Expenditures for travel-related goods or services may be paid either as reimbursement to the employee or directly to the vendor who provided the goods or services.

The superintendent shall periodically advise the board of trips he/she has authorized for attendance at meetings of special interest to the board and community.

Initially Adopted: May 25, 1959
Adopted: March 22, 2010