

Salinas City Elementary School District

Business

Regulation #3350

TRAVEL EXPENSES

Management Personnel

1. Management personnel who are required to use their personal automobiles in carrying out their duties will be reimbursed for expenses incurred. The schedule for maximum reimbursement for use of automobiles follows:

Director, Personnel Services	\$900.00 per year
Director, Pupil Personnel Services	\$900.00 per year
Director, Special Projects	\$900.00 per year
Director, Bilingual Services	\$900.00 per year
Coordinator Positions	\$600.00 per year
Principals	\$600.00 per year
Program Managers - Full-time	\$600.00 per year
Controller	\$600.00 per year
Food Service Supervisor	\$600.00 per year
Transportation Supervisor	\$600.00 per year
School Nurse	\$600.00 per year

Certificated Personnel

Psychologist	\$650.00 per year
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2. In his/her discretion, the Superintendent has the authority to adjust the above schedule downward whenever work assignments or schedule changes prove the amount to be excessive. In determining the amount of reimbursement, a reasonable average based upon actual experience shall be used, and it shall remain the same from month to month unless there is a change in the schedule.
3. The above includes all use for the normal conduct of duties within the jurisdiction of the Monterey County Office of Education. If travel outside of the general Salinas Area is properly authorized, additional reimbursement will be allowed at the approved rate, which will be adjusted annually in January according to IRS business mileage rate, when private automobiles are used.
4. Special trips outside Monterey County require prior approval of the Superintendent who shall designate the means of travel.
5. The Superintendent or a delegated representative is authorized to take necessary trips such as attending meetings of area Superintendents, State Department of Education requests for attendance at conferences, and such other matters as may seem to be in the best interests of the school district.
6. Management personnel not receiving monthly stipends for the use of his/her private automobile shall be reimbursed at the approved rate according to the IRS business mileage rate set in January of the current year, while using his/her automobile on school business.