

Personnel - All EmployeesEmployee Travel Compensation

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses, and registration costs.

Travel Outside the School District

Travel outside of the school district must be pre-approved. The Superintendent or designee shall approve travel outside the school District by employees, other than the Superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt indicating the date, purpose, and nature of the expense for each claim item. In exceptional circumstances, the Superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school District's record of the claim.

Pre-approved expenses for transportation within three-hundred miles of the District administrative office shall be by automobile. If a District vehicle is not available, the employee will be reimbursed at the State-approved rate. Pre-approved expenses for transportation outside of three-hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel shall be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement shall be limited to the public carrier amount.

Travel Within the School District

Employees required to travel in their personal vehicle between District buildings to carry out the duties of their position may be reimbursed at the State-approved rate, when a District vehicle is not available. It shall be the responsibility of the Superintendent to review and/or approve travel within the District by employees. It shall be the responsibility of the Board to review travel within the District by the Superintendent, through the Board's audit and approval process.

The Superintendent shall be responsible for developing administrative regulations regarding actual and necessary expenses, in-District travel allowances, and assignment of District vehicles. The administrative regulations shall include the appropriate forms to be filed for reimbursement to the employee from the District and the procedures for obtaining approval for travel outside of and within the District.

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