

671.21 STAFF TRAVEL

The School District of Auburndale authorizes staff travel to attend conferences, meetings, seminars, and other school business. All such travel must be authorized and be conducted in a manner that is considered safe. Special attention must be given to the organization and planning of this travel to insure that the travel is completed in an economical, safe, and sound manner.

Employees attending out of District functions may drive a school-owned vehicle, if a vehicle is available. An employee with administrative approval may take a school vehicle home when there is a scheduled trip on the following day or when returning from a trip.

In cases where school vehicles are not available or it is more practical, employees may provide their own transportation using a personally owned vehicle and will be reimbursed at the District approved rate of reimbursement per mile. When more than one individual is traveling to the same function, staff members will not be authorized for more than the number of actual vehicles that are needed to transport the attending members. Accurate mileage must be reported in this case on a School District expense report.

The District's administration shall hold the authority to approve or not approve any or all school employee travel which will require the use of a school owned vehicle or require District funds to be used for the travel. If meals or lodging are required, only properly approved expenses will be District paid. All meals will require a receipt for payment and will only be paid when the meal was purchased during a trip, conference, seminar, meeting, District required or administration attendance directed class. Meals will not exceed \$60 per day and no alcoholic beverages will be District paid. Lodging shall require a properly approved District purchase order. An accurate record shall be kept of all travel.

Air, bus, or rail transportation may be appropriate in some cases. In these cases, proper approval is also required and the most economical fares will be investigated and found.

The time that will be salaried time for each staff member will be determined prior to any trip. Salary will be determined on the status of the staff member as to whether the member is traveling as a teacher, coach, advisor, etc. Salaried staff members will receive no more than one day's salary for school business travel. Hourly waged employees may receive salary only for the actual time attending a school related function and the actual time of travel. Volunteer or travel that is not authorized or directed by the school administration will not be salaried.

Each trip or travel will be decided on an individual basis. Total costs and value to the School District will be considered. If grant money is being used to fund a specific trip or travel, the specifications or arrangements covered by the grant shall determine reimbursement. No District funds will be paid for any unauthorized expenses or unapproved costs.

Adopted: November 20, 2002

Revised: May 17, 2017