

FINANCIAL MANAGEMENT

Travel and Travel Expense Reimbursement

The Board of Directors encourages professional learning and development for district employees and Board members and recognizes that access to professional development may require travel. While there are times when travel is required to participate in meetings, events, conferences, or training, it is imperative that taxpayer dollars are used prudently and wisely. While ongoing training and professional development serves to further the district's mission and vision for students, it is critical that travel is viewed as a privilege and that financial resources are used efficiently, effectively, and responsibly.

Travel shall be approved in advance and reimbursement will be made to Board members and employees for normal expenses incurred while performing services for the district. The actual and necessary expenses of a Board member or employee incurred while performing services for the district may be reimbursed in accordance with the approval and reimbursement procedures of the district. For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, meals, lodging and related items that are necessary while in the conduct of official business of the district. The superintendent will establish procedures to implement this policy.

Adopted: September 9, 1992
Amended: February 10, 2010
Amended: August 14, 2024