

San Bernardino County Superintendent of Schools Policy 3314.4

Travel Authorization/Reimbursement

The San Bernardino County Superintendent of Schools will pay authorized travel and business expenses of employees. Supervisors must ensure travel is essential to the day-to-day operations of the organization. This may include attending workshops, conferences, professional development, and other professional events at the discretion of the supervisor.

Travel expenses may be paid for non-employees representing SBCSS on official business. All travel expenses for non-employees must be approved, in advance, by the Superintendent.

Actual, necessary and reasonable expenses will be reimbursed. Mileage reimbursement will be in an amount equal to the reimbursement rate approved by the Internal Revenue Service and any change in the reimbursement rate will coincide with the effective date of Internal Revenue Service revisions.

Original, itemized receipts are required to document all expenses (except mileage).

Approved: August 24, 1993

Revised Effective: January 1, 2001

January 9, 2001

Revised Effective: April 1, 2002

February 19, 2002

Revised Effective: April 1, 2003

March 18, 2003

Revised Effective: January 27, 2015

Revised: December 17, 2024

Date Approved	
Ted Alejandre County Superintendent of Schools San Bernardino County, California	
By	