

Personnel

TRAVEL; EXPENSES

The Governing Board shall pay all actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. The Superintendent or designee may authorize an advance of funds to cover necessary expenses.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget. Attendance of meetings which require mileage claims by an employee require prior approval by the Superintendent or designee to ensure that budgeted funds are available.

Expenses shall be reimbursed within limits approved by the Board, based upon the rate established by the Internal Revenue Service (IRS). The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees (employees in staff development projects)

WESTMINSTER SCHOOL DISTRICT

Westminster, California

Policy Adopted: July 5, 1990

Revised: January 23, 1992

Revised: June 25, 2015

Revised: September 8, 2022