

EMPLOYEE TRAVEL EXPENSES

At the request of an employee, advance payment to cover anticipated expenses for professional development may be made. A detailed request must be presented for payment for the 10th of the month preceding the scheduled event. After returning from the meeting/conference, the employee shall submit a detailed travel voucher, including ALL receipts, and return any unexpended portion of the advance payment.

All expenses must be submitted for payment within thirty (30) days following training. In the event that grant funding is used to fund the training, a shorter timeline for submittal may be set.

Reimbursable expenses are:

- A. Pre-approved transportation expenses, including fares for commercial or public carriers or mileage at the district-approved rate when using one's own private vehicle;
- B. Fees and registration costs for conferences and meetings;
- C. Hotel or motel fees at a double-occupancy rate when practical;
- D. Reasonable expenses for meals in an amount not to exceed \$40/day;
- E. Such incidental expenses as parking fees, reasonable duplication costs, etc. which are incurred for the benefit of the district.

Expenses for personal benefit or entertainment shall not be reimbursed.

Mileage paid for 1 vehicle only when 2 or more employees are attending the same conference/training. Mileage will only be paid when a district vehicle is not available.