



**Policy: Travel Reimbursement**

**File Code: F1**

**Warned: September 9, 2024**

**Adopted: September 23, 2024**

**Warned: August 25, 2025**

**Adopted: October 13, 2025**

**Statement of Policy**

It is the policy of the Addison Central School District to reimburse the reasonable expenses for travel for school business on a per diem basis in lieu of actual costs incurred by its employees, school board members and volunteers, to the extent that budgeted funds permit. Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the district. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities.

**Administrative Responsibilities**

The superintendent or designee shall establish written procedures to implement this travel reimbursement policy. Such procedures shall include:

1. The types of expenses that are covered, such as airfare, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending limits;
4. Method of prior approval; and
5. Time frame for reimbursement.

Legal References 2 CFR 200.475