BP-4133
BP-4233
BP-4333

TRAVEL AUTHORIZATION AND REIMBURSEMENT

Travel is authorized by the Board through the budgetary process, approved by the responsible administrator(s) and handled as any other expenditure or purchase. Any changes to budgeted travel must be approved by the Superintendent.

Travel for required school district business by Board members or staff, including coaches, sponsors, etc., shall be paid for as follows:

1. Airfare or ferry costs as pre-arranged and approved using the district's Travel Authorization form.

2. Ground Transportation - vehicle rental requires prior authorization by the superintendent using the Travel Authorization form and is limited to those times when circumstances warrant. Necessary taxi fares will be reimbursed upon presentation of receipt.

3. Meals - the Board will establish per diem rates at the time of budget adoption each spring. Failure to take specific action in this regard will leave per diem rates at the level of the previous year.

4. Lodging - lodging expenses away from Wrangell will be paid for when prior authorization has been obtained using the Travel Authorization form.

5. The superintendent may authorize reimbursement of other expenses as needed if the individual obtains the superintendent's approval **prior** to incurring the expense and presents appropriate receipts for the expense.

6. Authorized district personnel may request reimbursement of special and unusual expenses relating to the conduct of district business. The Superintendent may authorize payment of such request for good cause.

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