**Travel Expenses** **GAN**

(See BBBF, CG, CEF, GBRC and GCA)

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class air fare will be reimbursed only when coach space is not available.

Claims for reimbursement may be made up to, but should not exceed, the following amounts: The daily in-state allowance is ~~$30.00 ($7.00 for breakfast, $8.50 for lunch and $14.50 for dinner)~~ $50 per day. The daily out of-state allowance for meals during out-of-state conferences shall be ~~$40.00 ($8.00 for breakfast, $12.00 for lunch, and $20.00 for dinner)~~ $60.00 per day. In addition, tips up to ~~15~~ 25 percent of the meal cost are allowable for satisfactory service. The district will not reimburse any claims for alcoholic beverages.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

Approved:

KASB Recommendation - 2/98; 7/03; 4/07