



TRAVEL EXPENSES

The School Board may provide for the payment of the actual and necessary expenses, including travel expenses, of any staff member of the Corporation incurred in the course of performing services for the Corporation, whether within or outside the Corporation, under the direction of the Board and in accordance with the Superintendent's administrative guidelines. All travel must be approved in advance by employee's supervisor.

The validity of payments for job-related expenses shall be determined by the Business Department.

The Board shall pay the expenses of staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Personnel will be reimbursed at a rate established by the General Services Administration Guidelines, www.gsa.gov, or a rate approved in accordance with administrative guideline F250-R for travel required of their position.

Any employee with assignments in more than one building will be assigned by the Superintendent to one building for purposes of determining travel reimbursement. No employee will be reimbursed for travel between corporation-owned buildings.

SBOA Uniform Compliance Guidelines Manual for Schools, Chapter 1

Plainfield Community School Corporation, Plainfield, IN

Adopted: 02/11/2021