BP-4133
BP-4233
BP-4333

ALL PERSONNEL - TRAVEL AUTHORIZATION AND EXPENSES

The School Board shall pay for approved expenses, including travel, incurred by any employee performing authorized services for the district. Approved expenses shall be paid according to district procedures. The employee shall be on work status when on district-funded travel.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the district budget.

The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The School Board may establish an allowance on a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

Adoption Date:	October 3, 1988
Revised in Consultation with Legal Counsel:	June 26, 2006
Reviewed:	September 24, 2014
Revised:	January 20, 2025
Revised:	October 12, 2026