Cache County School District

Policy Series 6000: Finance and Operations

Policy No. 6350

Employee Travel

Employee travel is supported to facilitate participation in professional development opportunities sponsored by the USBE or other professional organizations, enabling staff to attend approved conventions, workshops, and seminars aligned with their academic fields of study and professional goals. This engagement allows employees to enhance their expertise in areas directly related to their assignments, thereby supporting the district's commitment to ongoing professional growth and educational excellence.

The Cache County School District recognizes that carefully planned professional travel can strengthen employee effectiveness and improve student outcomes. District funds may be used to reimburse approved travel expenses when the travel directly advances district priorities, builds organizational capacity, fulfills legal or operational responsibilities, or improves the quality and efficiency of district programs and services.

Travel funded by the district shall demonstrate a clear public benefit by supporting one or more of the following objectives:

1) improving student learning and educational outcomes;
2) increasing employee knowledge, skills, and professional effectiveness;
3) supporting implementation of Board priorities, strategic initiatives, and state or federal requirements;
4) strengthening instructional practice, leadership capacity, or operational excellence;
5) developing partnerships and professional collaboration that benefit the district; and/or
6) identifying innovative practices that improve service, efficiency, fiscal stewardship, or organizational effectiveness.

Because travel is funded with public resources, all travel expenditures shall be necessary, reasonable, cost-effective, and directly related to an employee's assigned responsibilities. Employees and supervisors share responsibility for ensuring that travel represents an appropriate investment of district funds and that the knowledge or skills gained are applied to improve district operations or student outcomes.

The superintendent shall establish administrative procedures governing travel authorization, reimbursement, documentation, allowable expenses, and accountability.

Cross-references
Federal Mileage Rates
Federal Per Diem & Lodging Rates

Legal References:

Synopsis:

Approved by the Board of Education: September 17, 2026. Last Revised: September 3, 2026. Last Reviewed: September 3, 2026. Prior Revised Dates: 7/1/2004; 6/1/2008; 11/21/2019; 5/18/23