

## **Business and Non-instructional Operations**

### **Travel Expenses**

The Board of Trustees shall authorize payment for actual and necessary expenses, including travel, incurred by any Board Member or employee performing authorized services for the district.

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

(cf. 4131 - Staff Development)

(cf. 4131.5 - Professional Growth)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Superintendent or designee may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have prior Superintendent or designee approval. Travel expenses not previously budgeted also may be approved on an individual basis by the Superintendent or designee.

(cf. 4133 – Travel/Reimbursement)

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

#### Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; October 24, 2005