

Expenses for Travel (B-6)

The costs of transportation, registration, and lodging may be provided by the district for approved travel authorized in advance. Reimbursement for meals shall not exceed \$4-a.m., \$7-noon and \$11-p.m. Transportation by personal car shall be reimbursed at 30¢ per mile. Authorization or denials of all in-state travel, except by school board members, and all interpretations of this policy shall be made by the superintendent. Requests for out-of-state travel shall be presented to the school board for approval.

Actual travel expenditures, if approved in advance, shall be reimbursed to the employee upon the submission of an expense voucher with receipts attached.

Estimated expenses of \$50 or more may be advanced if requested. Upon return, the employee shall submit an expense voucher with receipts attached to determine if a refund is due to the district or to the employee.

Adopted: September 10, 1997