

TRAVEL EXPENSES

General Conditions

1. Reimbursement for the cost of necessary and actual expenses of employees incurred in authorized or professional attendance may be authorized by the Superintendent or designee when such travel or attendance is provided for in the district or school budget.
2. Reimbursement for travel or professional attendance not provided for the district or school budgets requires the approval of the Superintendent or designee.
3. Out-of-state travel requires Board approval. * *

Procedure

1. Prior authorization to travel or attend a professional activity shall be obtained from the Superintendent or designee on the "Request for Authorized Absence" form. Such approval should be obtained at least two weeks before the date(s) of the activity.
2. Upon return, the employee shall submit a request for reimbursement on the district's "Claim for Reimbursement" form along with all original receipts. Photocopies are not acceptable.
3. Claims for reimbursement should be submitted within 30 days of date of the expense or travel. No claims will be paid which are submitted more than two months after the date of the expense without the approval of the Superintendent or designee.
4. Upon approval of payment of the claim, the business office shall process the reimbursement as expeditiously as possible.

Allowances

1. Transportation
 - a. Out-of-area travel:
 - (1) Use of a district vehicle shall first be requested by filing a "Request for District Vehicle" form. Whenever practical and possible, a district vehicle may be provided.
 - (2) When use of a district vehicle is impractical or impossible, the use of a private vehicle may be authorized. Reimbursement is at the current IRS allowance rate for actual mileage traveled. An employee may only use a personal vehicle if all required documentation is on file. This includes: