

Employee Travel Compensation

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Mileage claims will be documented on a monthly basis on forms provided for the purpose. Mileage claims must be submitted no later than June 10 for the previous school year.

Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approval shall include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, shall be approved by the superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt - including the date, the amount, the items purchased, and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim. Failure to have a detailed receipt shall make the expense a personal expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration shall be limited to the actual cost of the registration. For meal expenses, a maximum limit of \$30 per day for in-state travel and \$45 per day for out-of-state travel is allowed. Alcoholic beverages are not allowable expenses for reimbursement.

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office shall be by school vehicle. In the event a staff member requests a school vehicle and one is not available, the employee may submit appropriate documentation and be reimbursed 35 cents (\$0.35) per mile.

Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at **35** cents (\$0.35) per mile. In-district mileage approved by the appropriate person shall be computed from the employee's first duty station, on any day, to subsequent work stations. It shall be the responsibility of the

superintendent to approve travel within the school district by employees. It shall be the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Approved: November 17, 1997

Revised: May 18, 2015

Reviewed: April 24, 2017