

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Travel Expenses

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

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

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

The Board 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 Board approval.

Legal Reference:

EDUCATION CODE

- 44016 Travel expense
- 44032 Travel expense payment
- 44033 Automobile allowance
- 44802 Student teacher’s travel expense

Policy 4133 & 4233 (Travel) Adopted:	February 1, 1967 & April 8, 1976
Policy 4151.4 & 4251.4 (Official Business) Adopted:	March 8, 1973 & April 8, 1976
Policy 4136 (Meetings) Adopted:	March 8, 1973
Renumbered, Revised Policy 4045 Adopted:	July 28, 1983
Renumbered, Revised Policy 4033 Adopted:	February 13, 2007
Renumbered, Revised Policy 3350 Adopted:	February 10, 2009