

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. A purchase order with the building principal and the superintendent's prior approval must be on file before any remuneration will be made. Reimbursement will be made on approval by the board of education after proper presentation of supporting documentation.

Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. The use of an employee's personal car must be authorized by the superintendent in advance of the trip and shall be reimbursed at a mileage rate established by the board. A first class airfare will be reimbursed only when coach space is not available.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. Reimbursements will be made only for the actual amount of out-of-pocket expenses paid by the employee not to exceed the meal limit rates established by the board. Requests for reimbursement must be filed with the superintendent's office within 30 days after the date of travel. No request will be allowed after the end of the fiscal year in which the travel occurred.

Approved: January 11, 2011

Board Clerk

Board President