

Policy 401.8

CERTIFICATED STAFF

401.8

Expenses for Employee Travel

The district shall generally pay expenses incurred by employees of the district when on approved professional leave or in the conducting of school business.

School transportation shall be requested for travel outside the district through the transportation director. When or if the employee requests transportation and such transportation is not available, the employee shall be reimbursed on a per mile basis at the rate set by the Board. If transportation is made available, and the employee elects to use his/her own vehicle, the district will provide a gas credit card for gas expenses.

Meals allowances may be determined by the Superintendent and/or board on a per diem basis while employees are on school business/professional leave.

Variance from this policy may be granted by the Superintendent or his/her designee in certain instances dependent upon the circumstances of the event.

Adopted: June 12, 2000
Reviewed: September 9, 2013