

TRAVEL; REIMBURSEMENT

BOARD POLICY

The Governing Board, under the provisions of Education Code 44032, delegates authorization to the Superintendent to approve employee requests for travel, meetings and conferences within the financial limitations set forth by the annually adopted budget. Meetings not previously budgeted for shall be approved on an individual basis by the Governing Board. All conference attendance of staff must be recommended by the immediate supervisor and approved by the Superintendent.

The Superintendent is authorized to reimburse employees of the district for use of their own vehicles in the performance of regularly assigned duties. he/she shall establish an allowance for such use on either a mileage or monthly basis. The mileage rate for reimbursement of travel expenses shall be set by the Board on recommendation of the Superintendent.

Legal Reference:

Education Code:

44032 Travel expense payment

44033 Automobile allowance

44576 Enumeration of trainees (employees in staff development projects)