

SECTION: PERSONNEL

TITLE: **TRAVEL/CONFERENCE PROCEDURES
AND EXPENSES**

<p>1. Guidelines</p>	<p>All employees required to travel from school to school in order to perform their regular assignments must track their mileage on a District Travel Log form for reimbursement of such travel. Travel Log forms should be submitted to the Business Office by the 25th of each month, for reimbursement, and reimbursement will be premised on the IRS rate effective that month.</p> <p>The following procedures will govern attendance at meetings, conferences, and conventions by school district personnel:</p> <ul style="list-style-type: none">a. A <u>Meeting and Conference Request Form</u> must be filled out and submitted to the appropriate administrator at least two weeks prior to the next School Board meeting.b. The Board must approve all travel by employees when expenses for such travel exceed \$1000. The superintendent, however, must give prior approval for such expenses prior to Board action and must approve conference and travel expenses less than \$1000.c. Mileage reimbursement will not be paid for events taking place within a 15-mile radius of the school district.d. A <u>Travel Expense Voucher</u> must be completed and submitted following attendance at the meeting, conference, or convention.e. If more than one person is attending, mileage will be given for one car only, up to four persons.f. A school vehicle is to be used when appropriate.
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g. If costs are charged directly to a federal grant, documentation must be maintained that justifies

(1) participation of the individual is necessary to the federal award

(2) the costs are reasonable and consistent with the District's established policy