

The Board of Trustees of Minidoka County Joint School District No. 331 recognizes the importance of ongoing training for district administrators. The Board supports local training as a top priority.

**General Provisions:**

1. This policy is applicable to all administrators of the school district.
2. Compensation for all trips must be approved by the Board of Trustees.
3. If an administrator cancels an approved trip, they are responsible for all costs associated with the cancellation.
4. All trip expenses will be reimbursed after submission of receipts and other documentation. Per Diem does not require receipts.
5. Administrators are responsible to make their own travel arrangements (transportation, lodging, and registration).
6. When airline travel is the most appropriate means of travel, the district will pay for the cost of one (1) round-trip airline ticket for each administrator approved to travel. A person choosing to drive will be paid the cost equal to one round-trip airline ticket to the same destination.
7. Administrators who attend workshops, trainings, or conferences with any district reimbursement are expected to share knowledge gained with staff in the building and/or district.
8. Unforeseen emergency travel may be approved by the Superintendent or his/her designee.
9. Travel requests within a 300 mile radius may be approved by the Superintendent without prior approval of the Board.

**In Radius Travel**

1. All employees of Minidoka County Joint School District No. 331 who travel and/or request reimbursement for their out-of-district travel will use a "Leave/Travel Form." This form will also be used for all reimbursed out-of-district activities.
2. All "Leave/Travel Forms" must be signed by the administrator requesting the funds and be approved by the building principal and the Superintendent or his/her designee. This form will be kept updated on the current mileage and meal reimbursement prices.
3. Any reimbursed mileage will be calculated using the "Minidoka County Schools Mileage Chart" ("Minidoka County Schools Mileage Chart" on file at the District Office).

4. Principals and activities directors do not have to have official IHSAA business approved under the "Leave/Travel Form," but must notify supervisors in advance of the travel. In all cases, coaches and athletic directors are to share rides if possible and to otherwise minimize travel costs.
5. Employees shall request sales tax exemption for in-state lodging.

**Out Radius Travel**

- 1 Unless a requirement of a grant the district has received or as assigned by a district administrator/supervisor, employee requests for out-of- radius travel will be limited to one (1) such approved trip per contracted school year, regardless of the funding source.
2. Any out of radius travel by an administrator of the district, must have such travel request approved in advance by the Superintendent. Any administrator wishing to travel out of radius must submit a request at least two weeks prior to the trip.



**LEGAL REFERENCE: Idaho Code 33-512(2); 33-1279**

**ADOPTED: September 19, 1995**

**AMENDED/REVISED: November 21, 1995; November 19, 1996; August 5, 1997; October 1, 1997; March 1, 1999; December 15, 2003; February 21, 2006; October, 21, 2013**