

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 1/11/22



- 
- Recognition:**    Students                       Staff                       Parents  
**Information:**    Building Report                       Old Business                       Superintendent's Report  
**Action:**    Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State                       Travel In State                       Approvals  
                     Termination                       Legal Matters                       Other:  
                    This action request pertains to  Elementary (only)                       High School/District Wide
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**Date:**      1/4/2022

**To**            **School board Members**

**From:**    Corrina Guardipee-Hall ED.S.  
**Title:**     Superintendent

**Subject:** **Amend Travel Policy #7336**

**Description:** Discuss and possible amendment to policy #7336

**Financial Impact:** \$ depending on changes

**Funding Source (Budget/grant, etc.):** N/A

**Attachment(s):** **POLICY 7336**

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

1  
2 **Browning Public Schools**

3  
4 Policy #7336

5 Policy Name: *Travel Allowance*

6 Regulation: -----  
7

8 **Travel Allowance Schedule**

**In State**

**Out of State**

9 **Approval:**

Supt. Approved

Supt. Recommended  
& Board Approved

10  
11 **Transportation:**

12 District Vehicle

none

none

13 Private Car

as per State rate

as per State rate

14 Public Transportation

actual cost

actual cost

15  
16 **Per Diem (see Administrative Procedure):**

17 Per 24-hour day and overnight

\$36.00

\$90.00

Plus Motel

Plus Motel

18  
19  
20 **Luggage:**

Match Airline Costs

21 **(Paid with Per Diem)**

Request if taking 2 (max)

22  
23 **In State:** Breakfast \$ 9.00 (prior to 8:00 a.m.)  
24 Lunch \$12.00 (Leave by 11:00 a.m.)  
25 Supper \$15.00 (5:00 p.m.)

**Out of State:** Breakfast \$18.00  
Lunch \$32.00  
Supper \$40.00

26  
27  
28 **Miscellaneous**

29 7380.1 Approval of Travel: The superintendent will approve all employee travel. Professional growth out of state  
30 travel must be reviewed and approved by the superintendent before consideration by the Board of Trustees  
31 for final approval.

32  
33 7380.2 Employees Use of Private Cars: Private cars used by school district employees for school district business  
34 must be pre-approved by the superintendent of schools.

35  
36 7380.3 Advance Payments: A 100% advance payment will be made when the request for travel has been approved  
37 by the superintendent and/or Board of Trustees. Upon return from a trip, the motel bill must be turned into  
38 the Accounts Payable Clerk.

39  
40  
41  
42 **Legal Reference:** 20-1-211 MCA Expenses of Officers Attending Conventions  
43 20-3-311 MCA Trustee Travel Reimbursement  
44

45 **Policy History:**

46 Adopted on: 6/30/97

47 Amended on: 1/12/99, 11/28/01, 6/30/04, 1/11/11, 8/14/12, 1/8/19  
48