

BP 4133/4233/4333 – ALL PERSONNEL - TRAVEL EXPENSES

Note: The following optional policy delegates duties related to employee travel and reimbursement to the Superintendent or designee and may be revised to reflect district practice.

The School Board shall pay for ~~actual and necessary~~ approved expenses, including travel, incurred by any employee performing authorized services for the district. ~~Expenses Approved expenses~~ shall be reimbursed ~~within limits established by the School Board~~ according to district procedures. The employee shall be on work status when on district funded travel.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the ~~adopted district~~ budget.

~~The Superintendent or designee may authorize an advance of funds to cover necessary expenses.~~
The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The School Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

Note: The following optional paragraph is offered for Boards that wish to closely monitor district expenses in this area.

All out-of-state travel must have School Board approval. ~~Travel expenses not previously budgeted also must be approved on an individual basis by the School Board.~~

(cf. 3300 - Expenditures/Expending Authority)

Revised 12/2025

9/92