

BP 3545 AIRLINE MILES

The Board recognizes that airline travel miles are an asset that can result in savings on transportation costs for Board member, employee, and/or student travel. To the extent permitted by Board policies and consistent with sound business practices, the Board authorizes usage of a mileage credit card for District purchases. Miles accrued on the District mileage card are a recognized asset of the District. The Superintendent or designee shall include a statement of miles accrued, and usage, in monthly financial reports to the Board.

(cf. 3460 - Periodic Financial Reports)

(cf. 3400 - Management of District Assets/Accounts)

Requesting Usage

District airline miles may only be used for approved District travel. Requests for use of District airline miles for student and/or staff travel should be submitted to the principal. The principal shall make a recommendation to grant or deny the request and submit the recommendation to the Superintendent for consideration. Requests for travel by administrators or central office staff shall be submitted directly to the Superintendent. The Superintendent or Board members shall submit their request for use of travel miles to the Board President for Board consideration. Each request for use of District airline miles shall identify and describe the activity to be attended and provide an approximate cost to purchase a ticket. Other information relevant to granting the request should also be included.

Approval of Usage

The Superintendent and/or Board shall grant or deny a request upon consideration of relevant factors such as the benefit to the District of the travel, whether travel is for instructional or extra-curricular purposes; and whether use of airline miles for the requested travel is cost-effective.

(cf. 3540 - Transportation)

(cf. 3541.1 - School Related Trips)

(cf. 9240 - Board Development)

ADOPTED: 5/9/07

Administration Notes from Policy Committee:

The committee discussed this policy regarding current process and practice, including requests and approvals. The Superintendent shared the current workflow and that he has received a number of student requests this year, which have all been approved. He also shared that mileage tickets have been approved to help offset costs for special education service providers (physical therapist, occupational therapist, and speech language pathologist) due to reduction in special education grants following the start of school this year. The committee also discussed that the "Requesting Usage" and "Approval of Usage" sections would better be served in an Administrative Regulation, as it explains how the policy should be implemented.