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Browning Public Schools

Policy #7336
Policy Name: *Travel Allowance*
Regulation: -----

<u>Travel Allowance Schedule</u>	<u>In State</u>	<u>Out of State</u>
Approval:	Supt. Approved	Supt. Recommended & Board Approved
Transportation:		
District Vehicle	none	none
Private Car	as per State rate	as per State rate
Public Transportation	actual cost	actual cost
Per Diem (see Administrative Procedure):		
Per 24-hour day and overnight	\$36.00 Plus Motel	\$90.00 Plus Motel
Luggage: (Paid with Per Diem)		Match Airline Costs Request if taking 2 (max)
In State:	Breakfast \$ 9.00 (prior to 8:00 a.m.) Lunch \$12.00 (Leave by 11:00 a.m.) Supper \$15.00 (5:00 p.m.)	Out of State: Breakfast \$18.00 Lunch \$32.00 Supper \$40.00

Miscellaneous

- 7380.1 Approval of Travel: The superintendent will approve all employee travel. Professional growth out of state travel must be reviewed and approved by the superintendent before consideration by the Board of Trustees for final approval.
- 7380.2 Employees Use of Private Cars: Private cars used by school district employees for school district business must be pre-approved by the superintendent of schools.
- 7380.3 Advance Payments: A 100% advance payment will be made when the request for travel has been approved by the superintendent and/or Board of Trustees. Upon return from a trip, the motel bill must be turned into the Accounts Payable Clerk.

Legal Reference: 20-1-211 MCA Expenses of Officers Attending Conventions
20-3-311 MCA Trustee Travel Reimbursement

Policy History:

Adopted on: 6/30/97
Amended on: 1/12/99, 11/28/01, 6/30/04, 1/11/11, 8/14/12, 1/8/19