

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** November 19, 2024

**NUMBER:** 25-031

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP  
4133/4233/4333 All  
Personnel – Travel  
Expenses; First Reading

### **STRATEGIC PLAN/BOARD GOAL:**

Track 1: Operational Improvements  
*Initiative: Optimize Business Practices*

### **ABSTRACT:**

Board policy revisions require Board approval.

### **ISSUE:**

At issue is to approve the first reading of the proposed revisions to BP 4133/4233/4333 All Personnel – Travel Expenses and open for public comments.

### **BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 4133/4233/4333 All Personnel – Travel Expenses within the Personnel series.

This update includes verbiage from the former duplicate travel policy - BP 3540 and removes reference to Board Members. This update also adds out-of-district travel to require Superintendent approval to be aligned to current practice.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

### **ALTERNATIVES:**

1. Approve the first reading of the proposed revisions to BP 4133/4233/4333 All Personnel – Travel Expenses as presented and open for public comments;
2. Do not approve the first reading of the proposed revisions to BP 4133/4233/4333 as presented;
3. Take no final action.

### **ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the first reading of the proposed revisions to BP 4133/4233/4333 All Personnel – Travel Expenses as presented and open for public comments.

## 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 expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the Board.

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

All out-of-~~stated~~district travel for employees must have Superintendent or designee approval. All out-of-~~district~~state travel for the Superintendent must have Board ~~President or designee~~ approval. All unexpected out-of-district Superintendent travel may be approved by the Board President with notification to the full board. Travel expenses not previously budgeted must be approved on an individual basis by the Board.

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 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.

(cf. 3300 - Expenditures/Expending Authority)

### Per Diem

Per diem shall be paid as determined by the Superintendent, prior to travel, except as listed:

per diem shall not be paid to any employee who does not attend workshops, sessions, classes, etc. for which leave is intended;

any District employee ~~or board member(s)~~ who does not attend a session, for which leave is intended, will not be allowed to attend future workshops for the District;

Per diem and travel shall not be paid to employees ~~or board members~~ attending District approved workshops or meetings, who arrive at meetings in a state of intoxication. Employees in this case will be asked to leave immediately.

Commented [AE1]: moved to Board Bylaws

*Revised: November 15, 2019*

**Adopted: June 09, 2004**

*Revised: November 15, 2019*

*Revised:*

**Northwest Arctic Borough School District**