

BP 4133/4233/4333 TRAVEL EXPENSES

All Personnel

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

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

(cf. 3300 - Expenditures/Expending Authority)

Revised 05/2026

Adopted: June 10, 2003

Nome Public Schools