1				
2	<b>Browning Public Schools</b>			
3	Browning rubite sentons			
4	Policy #7336			
5	Policy Name: Travel Allowance			
6	Regulation:			
7				
8	<b>Travel Allowance Schedule</b>	In State	Out of State	
9	Approval:	Supt. Approved	Supt. Recommended	
10			& Board Approved	
11	Transportation:			
12	District Vehicle	none	none	
13	Private Car	as per State rate	as per State rate	
14	Public Transportation	actual cost	actual cost	
15	Dan Diana (and Administration Dans	1		
16	<b>Per Diem</b> (see Administrative Proce Per 24-hour day and overnight	**************************************	\$90.00	
17 18	Per 24-nour day and overnight	Plus Motel	Plus Motel	
19		Tius Moter	rius Motei	
20	Luggage:		Match Airline Costs	
21	(Paid with Per Diem)		Request if taking 2 (max)	
22	(1 min with 1 of 2 lone)		request it mains 2 (main)	
23	In State: Breakfast \$ 9.00 (prior	r to 8:00 a.m.) Out of State:	Breakfast \$18.00	
24		ve by 11:00 a.m.)	Lunch \$32.00	
25	Supper \$15.00 (5:00	p.m.)	Supper \$40.00	
26				
27				
28	Miscellaneous			
29	7380.1 Approval of Travel: The superintendent will approve all employee travel. Professional			
30	growth out of state travel must be reviewed and approved by the superintendent before			
31	consideration by the Board of Trustees for final approval.			
32 33	7200.2 Employees Has of Private Care Private agrayand by school district amployees for school			
33 34	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.			
35	district business must be pre-approved by the superintendent of schools.			
36	7380.3 Advance Payments: A 100% advance payment will be made when the request for travel has			
37	been approved by the superintendent and/or Board of Trustees. Upon return from a trip, the			
38		nto the Accounts Payable Clerk.	- F	
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40				
41				
42	Legal Reference: 20-1-211 MCA Expenses of Officers Attending Conventions			
43	20-3-311 MCA Trustee Travel Reimbursement			
44				
45	Policy History:			
46	Adopted on: 6/30/97			
47	47 Amended on: 1/12/99, 11/28/01, 6/30/04, 1/11/11, 8/14/12, 1/8/19			