

AR 3545 AIRLINE MILES

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 in writing 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. 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 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:

Administration Notes from Policy Committee:

The committee discussed that the “Requesting Usage” and “Approval of Usage” sections would better be served in an Administrative Regulation rather than the associated Board Policy, as the AR explains how the policy should be implemented.