

### 3350 Employee Travel Expenses

The Governing Board shall authorize payment for actual and necessary expense, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget. Travel for all employees shall be authorized prior to the occurrence of said travel by the employee's supervisor and shall be in accordance with applicable budgetary allowances. Upon return, and where required, request for reimbursement will be approved by the employee's supervisor.

Expenses shall be reimbursed within limits approved by the Board. Mileage will be reimbursed at the current Internal Revenue Service (IRS) standard mileage reimbursement rate. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

Reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

1. Receipts – Original and itemized receipts are required to document all expenses for reimbursement purposes (except mileage).
2. Meals\* - Meal reimbursement is limited to \$ 90 per day per individual for all meals taken, with no single meal to exceed \$ 60.
3. Gratuity Limit – Gratuity for ground transportation, meals, or other costs associated with travel is limited to 20% of the pre-tax amount.
4. Travel Day – When traveling by air, the travel day begins 90 minutes prior to scheduled departure and ends 60 minutes after scheduled or actual landing, whichever is later.

He/she may authorize an **advance of funds** to cover necessary expenses. Travel advances for pre-approved employees will be issued when travel is two days or longer in duration or greater than sixty (60) miles from the district office. Upon return from said travel, employees will complete a district travel claim and/or travel expense affidavit form including receipts as verification that the advance was for actual, necessary and legal expenditures. Any request for reimbursement over the amount advanced shall be accompanied by a receipt. When calculating the advance for requested meals the amount of \$ 90 per day shall be allotted.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties. Monthly reimbursements will be calculated using the current Internal Revenue Service (IRS) standard mileage reimbursement rate. Mileage in excess of 40 miles one-way from the district boundaries may be reimbursed in addition to a monthly reimbursement.

Superintendent or designee may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards.

**Board Approved:**  
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