

All Personnel

BP 4133

4233

TRAVEL EXPENSES

4333

The Governing Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the District. The Superintendent or designee may authorize an advance of funds to cover necessary expenses.

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

Expenses shall be reimbursed within limits approved by the Board. 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. The Board has established a policy consistent with the Internal Revenue Service's rate for mileage reimbursement for required travel.

All out-of-state travel must have Superintendent approval. Travel expenses not previously budgeted also must be approved on an individual basis by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees in staff development projects

Policy
adopted: June 22, 1998

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California