

TRAVEL EXPENSES

The Board of education shall authorize payment for actual and necessary expenses, 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.

(cf. 4131 - Staff Development)
(cf. 4131.5 – Professional Growth)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

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. He/she may authorize an advance of funds to cover necessary expenses.

School district employees will be reimbursed for the use of their personal vehicles in the performance of assigned duties at the mileage rate established by the Internal Revenue Service each year applicable for the upcoming fiscal year.

All out-of-state travel, for which reimbursement will be claimed, shall have Board approval. For the purposes of this policy, the Lake Tahoe and Reno areas shall be considered in-state. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

Authorized employees may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards.

(cf. 9240 - Board Development)
(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Legal Reference:

- EDUCATION CODE
- 44016 Travel expense
- 44032 Travel expense payment
- 44033 Automobile allowance
- 44802 Student teacher's travel expense

Policy
Adopted: October 20, 2005
Revised: October 20, 2011; February 13, 2014

VACAVILLE UNIFIED SCHOOL DISTRICT
Vacaville, California