

## TRAVEL EXPENSES

The Governing Board of the District shall provide for the payment of the actual and necessary expenses, including traveling expenses, of any employee of the district incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Governing Board. (Calif. Ed Code. 44032)

The Superintendent or designee shall establish procedures that ensure the responsible use of District resources, fair and equitable treatment of all employees and compliance with Education Code.

The Superintendent or designee may approve employee requests to attend meetings and conferences in accordance with the adopted budget. Reimbursement procedures shall allow for either the optional voluntary selection of a flat rate per diem or actual and necessary expenses. Reimbursement rates will follow the Federal GSA Domestic Per Diem Rates guidelines and will be reviewed annually.

Reimbursement procedures shall allow for consideration of unanticipated, unusual, or exceptional circumstances.

The Superintendent or designee shall establish procedures that allow for the submission, verification and timely handling of expense claims.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses or allow the use of a District credit card.

The Board may establish an allowance on either a mileage or a monthly basis to reimburse designated employees for the use of their own vehicles in performance of assigned duties. The mileage reimbursement rate shall be the standard mileage rate established yearly by the Federal Internal Revenue Service.

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

### Legal References:

#### EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees

### Management Resources:

U.S. General Services Administration [www.gsa.gov](http://www.gsa.gov)

NOTE: This policy will be implemented on the date that it is approved by the Board for issuance. No retroactive payments will occur.