

Business and Non-instructional Operations

TRAVEL EXPENSES

The Governing Board 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.

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.

Legal Reference:

EDUCATION CODE

44016 Travel Expense

44032 Travel Expense Payment

44033 Automobile Allowance

44802 Student Teacher's Travel Expense

Policy adopted: **January 11, 2000** **FRUITVALE SCHOOL DISTRICT, Bakersfield, CA**

(Reviewed December, 2011)