

Santa Paula USD | BP 3350 Business and Noninstructional Operations

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. 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 SANTA PAULA UNIFIED SCHOOL DISTRICT

adopted: August 15, 2013 Santa Paula, California

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Travel Expenses

Basis of Approval and Selection

Selection of employees who may represent the district at approved professional meetings is based upon:

1. Benefit which attendance and participation will bring to the district
2. Financial capability of the district, and
3. The appropriateness of the employee's absence from his/her position.

Approval of Board of Education

Trips in excess of \$1,000 per person (including conference fees, travel expenses, lodging and meals) must be approved by the Board of Education. Trips less than \$1000 may be approved by the Superintendent or designee.

Out-of-State Trips

Out-of-state trips shall be made only if a similar experience cannot be found in the State of California.

Expenses

The district will pay necessary expenses incurred by the attendance including lodging, meals, and transportation. Meals will be reimbursed at a maximum of \$50 for three meals. Mileage, at the rate currently approved by the Internal Revenue Service, will be reimbursed provided it does not exceed the cost of airfare. Receipts for lodging and transportation expenditures are required before reimbursement can be granted.

All private vehicles and airfare are to be requested in advanced and must receive prior approval or reimbursement will be denied.

Advance monetary allowances must be approved by the Superintendent and the Assistance Superintendent - Business Services.

Budget Requirements

Annual budget planning and budget approval is required before attendance at conferences will be approved.

Transportation

Out-of-state travel will normally require air transportation by common carrier. Train or bus fare is to be used when appropriate and when there is a cost savings. Private automobiles may be used at Board approved mileage rates. Unauthorized use of private vehicle will result in the loss of reimbursement.

Lodging

Lodging is to be requested in advance to obtain the most cost effective rate as possible.

Regulation SANTA PAULA UNIFIED SCHOOL DISTRICT

approved: August 15, 2013 Santa Paula, California