

Travel Reimbursement

Policy:

It is the policy of the (____ School District/Supervisory Union) to reimburse the reasonable expenses for travel for school business on [*choose one : an actual cost basis / on a per diem or mileage basis in lieu of actual costs incurred / or on a combination of the two*] by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the (____ School District/Supervisory Union). The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the superintendent or his or her designee may be required for travel that is not considered incidental. See Travel Procedure for definition of incidental travel.

Implementation:

Pursuant to this policy and consistent with relevant collective bargaining agreements, the superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

Date Adopted:
Date Revised:

Legal Reference(s): 2 CFR 200.475