

TRAVEL AND CONFERENCE REIMBURSEMENT

The superintendent shall insure that procedures are established for paying actual and necessary costs for employees, governing board members, and representatives of the governing board for travel related to workshops, seminars, conventions, conferences or other meetings of interest to the district.

The superintendent shall establish administrative procedures for the proper review and approval of all travel claims by the responsible program manager and the Director of Fiscal Services. The purpose of the administrative procedures will be to insure that travel is conducted at the lowest reasonable cost to the district.

The Fiscal Services office shall receive all travel claims, verify the availability of funds, prepare travel advances, and make final payments. Monthly mileage allowances and per mile reimbursement rates shall be established by the governing board.

Legal Reference:**EDUCATION CODE**

35044 Payment of Traveling Expenses of Representatives of Board

35172/35173 Board Member Expenses

44032 Travel Expense Payment

44033 Automobile Allowances

42630(ff) Payments from district funds: orders, requisitions and warrants

42647 Drawing of warrants by district or county treasurer; form of warrant; application and approval

42800-42806 Revolving cash fund

Policy

Adopted: December 3, 1984

Amended: April 7, 1986

November __, 2020

ELK GROVE UNIFIED SCHOOL DISTRICT
Elk Grove, California