

EXPENSE REIMBURSEMENTS

The School Board provides transportation or, until funding budgeted for mileage reimbursement is exhausted, transportation reimbursement for employees who are required to travel within the county on school business. Automobile transportation reimbursement shall be at the current IRS rate, and mileage will be based on a standard mileage chart.

The School Board shall provide first, transportation via vehicles owned by the School Board, and secondly transportation reimbursement for employees who are authorized to travel outside the county on behalf of the school division. Employees will be reimbursed for travel expenses such as meals, lodging and fees upon the presentation of receipts acceptable to the Superintendent. Expenses shall not exceed the U.S. General Services Administration (GSA) daily rate for the specific area. Automobile transportation shall be at the current IRS rate and mileage will be based on a standard mileage chart.

Any requests for travel costs related to conferences, workshops or training sessions exceeding \$1,000.00 shall be approved by the School Board.

School Board vehicles furnished to employees are to be used only for official school business. The employee is not allowed to use the vehicle for personal purposes, other than for commuting. The use of the vehicle for commuting is a fringe benefit, taxable under Federal and State income taxes.

Adopted: May 11, 1992

Revised: April 20, 1994, February 13, 2002, March 12, 2003, January 14, 2004,
September 8, 2004, October 8, 2008, August 26, 2009, June 10, 2013,
October 9, 2017
