

SUBJECT: **TRAVEL: BY EMPLOYEES**

The Superintendent of Schools is authorized within the framework of the budget adopted to grant approval to members of the District staff for professional trips, conferences and other trips for School District business. Persons making such trips, by personal automobile, shall be reimbursed at a rate to be established at the annual meeting each year. Attendance at conferences by staff members shall be in accordance with law and District Policy.

The District does not assume the responsibility of providing liability and/or collision insurance for individual staff members.

Any staff member making trips at the expense of the District shall prepare and submit reports to the Superintendent of Schools. Such reports are to be made available to the staff and the community.

**Mileage Reimbursement**

The Board of Education shall approve payment of mileage expenses incurred by teachers who are assigned to teach in more than one building within the same school day, and clericals assigned to more than one building in the same school day and who use their own vehicle to travel from one assignment to the second assignment.

Teachers/clericals concerned shall be reimbursed at a rate to be established at the Reorganization Meeting each year.

**In-District Travel By Administrators**

The Board of Education shall not provide reimbursement for travel expenses incurred by Administrators for travel within the district.

Adopted: 11/04/96  
Reaffirmed: 08/08/05  
Amended: 02/06/12