

TRAVEL REIMBURSEMENT

The Governing Board 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, conferences, workshops, and trainings in accordance with the adopted budget.

(cf. 4131 – Staff Development)
(cf. 4131.5 – Professional Growth)
(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.

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.

Authorized employees may use District credit cards while attending to District business. Under no circumstances may personal expenses be charged on District credit cards.

Legal Reference:
EDUCATION CODE
44032 Travel expense payment
44033 Automobile allowance

Policy
adopted: January 9, 1991
revised: March 9, 2006

MURRIETA VALLEY USD
Murrieta, California