

Financial Management

TRAVEL ALLOWANCES AND EXPENSES

Every District employee and trustee will be reimbursed for travel expenses while traveling outside of the District and engaged in official District business. All travel expenses must be reported on the established travel expense and voucher forms and, for employees, approval must be granted prior to traveling by the employee's supervisor and the Superintendent, or designee.

The District business office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Previous Policy: 405.2

Cross Reference: District Fund Accounting Procedure

Legal Reference: I.C. §33-701 Fiscal Year-Payment and accounting of funds

Policy History:

Adopted on: March 14, 2005

Revised on: May 23, 2017