

Certificated, Classified, Management, Supervisory, and Confidential Personnel

TRAVEL; REIMBURSEMENT

The Governing Board authorizes the Superintendent or his or her designee to approve travel consistent with adopted policies and within the dollar limits budgeted by the Board.

All travel requests must be recommended by the Superintendent or designee and approved by the Board prior to the attendance. Where notice of travel is inadequate for prior Board approval, the Superintendent or designee is authorized to approve such travel subject to Board ratification. Travel within the state shall be given priority.

When an employee has been approved by the Superintendent or designee to represent the District, necessary and reasonable travel expenses shall be paid by the District.

For trips outside the District, when it is determined by the Superintendent or designee that travel by private automobile is the most appropriate, the District will pay the rate approved.

A written report and travel expense claim shall be submitted to the Superintendent or designee for each conference attended. Receipts for lodging, transportation, extended parking, and registration fees are required with claim.

Mileage: Reimbursement

Employees who must use their own automobiles in connection with their assignments and performance of their duties shall be reimbursed at the prevailing District rate upon submission of the approved mileage claim form. All claims for mileage reimbursement shall be approved at the discretion of the Superintendent or his or her designee.

Legal Reference:

EDUCATION CODE

44032 Travel Expense Payment

44033 Automobile Allowance

44576 Remuneration of Trainees in Staff Development Projects

Policy

Adopted: 11/13/90

Revised: 02/19/91

Revised: 06/07/94

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
Chula Vista, California