

TRAVEL REIMBURSEMENT

Policy

It is the policy of the Slate Valley Unified Union School District to reimburse the reasonable expenses for travel for school business on actual cost basis, per diem or mileage basis in lieu of actual costs incurred by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Slate Valley Unified Union School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the Superintendent or designee will be required.

Administrative Responsibilities

The Superintendent or designee shall establish written procedures to implement this travel reimbursement policy. Such procedures shall include:

1. The types of expenses that are covered, such as airfare, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending limits;
4. Method of prior approval; and
5. Time frame for reimbursement.

<i>Date Warned:</i>	January 26, 2024
<i>Date Adopted:</i>	February 12, 2024
<i>Reviewed:</i>	<i>November 28, 2022</i>
<i>Legal Reference(s):</i>	2 CFR 200.475

Slate Valley Unified Union School District