

## **Section 5000 – Personnel**

5330-R Travel Expenses (Cf. 1168, 3600)

5330-R

Authorization for reimbursed travel expenses will be considered by the Superintendent. Mode of travel shall be based on the availability of transportation, distance, and number of persons traveling together. In air travel, a first class fare will be reimbursed only when coach space was not available.

Receipts for transportation, parking, hotels or motels, meals and such other expenses for which receipts are ordinarily available shall be attached to expense vouchers. For the authorized use of a personal car, staff members shall be reimbursed at a mileage rate established by the Board. All requests for reimbursement of expenses must be made within 60 calendar days of the payment.

Rules Accepted: June 29, 2009