

**TRAVEL**

School district employees or designees may travel, whether within or outside of the district, on official district business, when authorized by the superintendent or designee.

The rate of reimbursement for approved travel will be reviewed annually by the superintendent. Reasonable effort shall be made to combine transportation, housing, and other similar costs to keep expenses to a minimum. The superintendent shall develop rules and regulations for implementing travel guidelines.

For purposes of this policy, travel expense includes amounts paid for use of personal automobiles, other transportation, lodging, reimbursement in lieu of actual expenses for meals, and related items that are necessary while in the conduct of official business of the district.

RSD No. 400

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Revised: January 11, 2000

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(old number 5341)

