

## TRAVEL REIMBURSEMENT

Reimbursement for travel expenses applies to travel in two general areas as follows:

1. Travel within the city or environs resulting from the work schedule established by various supervisors which demands that staff members move from school to school or place to place to perform their duties. This is Policy G 218.
2. Travel resulting from attendance at professional meetings such as conventions or conferences generally held in other cities. Trips to other school systems to study programs are included. Any staff member engaging in approved professional travel should not be required to be “out of pocket” for any reasonable expense incurred while engaged in such travel.

The mode of transportation will be the most economical considering factors such as length of time away from work, etc.

Reimbursement will be allowed only for travel requested on proper forms and approved by the Superintendent of Schools in advance.

The following are reimbursable:

1. Conference registration fees.
2. Transportation – plane, train, or automobile including taxis and limousines. When the approved automobile mileage rate exceeds the common carrier fare for travel generally beyond 200 miles from Lafayette, the Superintendent is authorized to allow an amount equivalent to the common carrier fare to staff members who prefer to use their personal car.
3. Car rental if specifically approved in advance.
4. Toll charges, garage and parking.
5. Automobile mileage at rate approved by Board of School Trustees.
6. Lodging – not to exceed single rate.
7. Meals – reimbursement will be made up to a maximum daily amount established by the business manager. Receipts must be attached to the expenditure sheet.

No alcoholic beverages or membership fees are reimbursable by the Board of School Trustees.

The Board of School Trustees delegates responsibility for implementation of this policy to the Superintendent of Schools. This responsibility includes approving all requests by employees to travel out of the corporation at Board of School Trustees' expenses provided such expenses are within the limits of the amount budgeted by the Board of School Trustees.

Criteria for Approval

The Superintendent or designee shall be guided by the following in authorizing leave and reimbursement for professional meetings:

1. The probable value to the school corporation.
2. The loss of instructional time to students.
3. The relevance of the meeting to the assignment of the applicant and to the current instructional emphasis of the school corporation.
4. Membership and leadership in the sponsoring organization.
5. Obtaining over the years as broad a representation among staff as practical.
6. The distance of the meeting and travel expense.

Any exceptions to this policy are subject to approval of the Superintendent.

Board Adopted: November 13, 1978  
Board Revised: March 14, 1988; July 11, 2005