

CODE: F1

## **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 his or her designee will be required.

### **Implementation**

Pursuant to this policy and consistent with relevant collective bargaining agreements, the Superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

*Date Warned: January 29, 2021*

*Date Adopted: February 8, 2021*

*Legal Reference(s):*

2 CFR 200.474

Slate Valley Unified Union School District