

CODE: B9

## **TRAVEL REIMBURSEMENT**

### **Policy**

It is the policy of the Slate Valley Unified Union School District to reimburse its employees, school board members and volunteers, to the extent that budgeted funds permit, for the reasonable expenses for travel related to school business based on actual cost, per diem or mileage rate per the district's written procedure depending on the type of travel.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Slate Valley Unified Union School District and its member school districts. 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: February 21, 2018*

*Date Adopted: March 12, 2018*

*Legal Reference(s):* 2 CFR 200.474

Slate Valley Unified Union School District