GAN Travel Expenses (See BBBF, CG, CEF, GBRC and GCA) GAN

The board shall provide reimbursement for expenses incurred in travel

related to the duties of the district's employees when approved in advance by

the superintendent. Mode of travel will be based on, but not limited to, the

availability of transportation, distance and number of persons traveling togeth-

er

Requests for reimbursement shall have the following attached: receipts

for transportation, parking, hotels or motels, meals and other expenses for

which receipts are ordinarily available. Itemized meal receipts are required.

In those instances when an employee attends an event out of town for a

full day and dines for all three meals, the daily rate of reimbursement is not to

exceed \$30.00 including tips. The evening of the overnight stay will be reim-

bursed at \$15.00 including tips.

Staff Travel

Staff members who must drive a personal vehicle during the duty day

may be reimbursed for their travel at a rate set by the board. Regulations for

reimbursements, if allowed, shall be developed by the superintendent.

Approved: October 26, 2015

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.