

**TRAVEL AND EXPENSES**

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expenses will be reimbursed at the current State per diem rate or as otherwise approved by the local Board of Education.

Documented meal costs will be reimbursed in an amount not to exceed \$35 per day. Meal reimbursements are admissible only when travel includes an overnight stay. The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavits.

School vehicles, when available, may be used for official business only.

Private vehicles may be used when school vehicles are not available or under circumstances that warrant the use of private vehicles approved by the superintendent. If a school gasoline credit card is used, mileage will not be reimbursed. Mileage expense will be reimbursed at the current federal government rate when a school gasoline credit card is not used.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

**REFERENCE: 70 O.S. §5-117**

*THIS POLICY REQUIRED BY LAW.*