



CODE: F1

TRAVEL REIMBURSEMENT

Policy

It is the policy of Mountain Views Supervisory Union (MVSU) and the Mountain Views School District (“the District”) to reimburse the reasonable expenses for travel for school business on a mileage basis by its employees, school board members and volunteers, to the extent that budgeted funds permit. Board members shall not be reimbursed for travel to board meetings, board committee meetings, or other board functions as this expense is covered in Board Stipend Policy.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the MVSU and the 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: November 25, 2019

Date Adopted: December 9, 2019