

## Administrative Regulation

Travel: Procedure Pertaining to All Certificated and Classified Personnel

- A. The appropriate Cabinet member must approve travel for staff or students under the following conditions. (No Board action necessary.)
1. Travel is within a 100-mile radius (district office/school is starting point) and there is no expense to the district except for substitutes.
  2. Day trips (of any distance) by personnel for whom substitutes are not needed, e.g., specialists, directors, administrators, etc., when there is no direct district expense involved other than mileage.
- B. Board approval must be obtained when any of the following conditions exist.
1. Travel involving expense to the district (beyond cost of substitutes) such as registration, hotel, transportation and meals, by persons in SIP, Title I, and other categorical programs.
  2. Travel which includes overnight stay, whether or not there is any direct expense to the district.
- C. Exceptions to any of the above conditions must have the superintendent's approval.

Ref: EC Section 35172

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