

Administrative Regulation

Travel: Procedure Pertaining to Personnel and Students

- A. The appropriate Cabinet member may 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, Chapter 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.
- D. Travel Reimbursement
- All employees shall receive reimbursement for travel expenses and for the use of their own automobiles when such expense is incurred in the performance of duties authorized by the Board of Education.
- E. Sunday trips by students are not permissible without Board approval.

Ref: EC Sections 44032-44033

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