

STAFF TRAVEL

(P2/8/78; A4/8/78; R9/20/79; R9/18/80; R9/17/81; R6/30/82; R6/21/84; R9/20/84; R12/19/85; R7/16/87; R9/09/99)

Employees authorized by their building site supervisor to represent the school system at educational meetings and conferences and on State Department of Education committees will be allowed expenses and salary in conformance with administrative regulations.

Employees other than those selected as official representatives may be allowed by their building site supervisor to attend recognized educational meetings and conferences with no loss of salary but without allowance for expenses.

All out-of-district travel requests must have prior approval of the building site supervisor, upon written request, stating the nature of trip, etc. Travel to El Paso, Texas, and Las Cruces, New Mexico, is considered in-district travel.

All travel for principals and Assistant Superintendents must be approved in advance by the Superintendent.

The Gadsden School Board or the Superintendent, may grant approval for an employee to be reimbursed actual expenses in lieu of the per diem rates established for in-state or out-of-state travel. Approval is required in advance of the travel.

Purchase orders shall not be issued for travel expenses, such as lodging. Employees are responsible for all travel expenses, whether claiming per diem or actual expenses.

Per diem shall be paid only for travel that involves overnight lodging and/or travel. No per diem shall be paid for travel to El Paso, Texas, or Las Cruces, New Mexico. Reimbursement for actual expenses is limited to actual expenses for meals not to exceed \$22.50 a day, actual expenses for lodging, and travel expenses such as air-fare, shuttle service (at the destination location only), car rental, etc. Shuttle service and/or mileage to/from the airport at the departure point will not be reimbursed.

Mileage reimbursement for vehicle use shall be made at .25/mile. Transportation shall be provided by school vehicles, if available. An employee may use a personal vehicle if a school vehicle is not available.

If an employee or elected official is traveling with a spouse, the employee will pay all travel costs associated with the spouse travel. The District will not pre-pay any spouse expenses.

Operational and principal accounts may be used for staff meetings, with a limit of \$7.50 per person per event, to include beverage, drink and tip. Activity accounts may be used without restriction for staff/student meetings, provided the meeting complies with the intent and goals of the activity.