

POLICY

1995

6160

Personnel

SUBJECT: Conference and Travel Reimbursement

The Board of Education will reimburse for expenses incurred by staff members for trips, educational conferences and conventions attended in the performance of district business and which are approved in advance by the Superintendent.

All school personnel who are required to use their personal cards for school business shall be reimbursed for mileage at the existing rate provided that all such travel is approved by the Superintendent.