

Approval

Before any travel-related expenses are incurred, an employee must have obtained prior approval for professional leave and all travel expenses, including prepaid expenses, by means of a fully approved purchase order and according to the administrative travel guidelines and procedures.

Administrative travel guidelines and procedures are approved by the District cabinet members and recorded in the cabinet minutes. The guidelines and procedures are posted and located on the District website.

Local rates for meals and mileage are approved by the Board.

**Responsibility of
Immediate
Supervisor**

It is the responsibility of each immediate supervisor to ensure requests comply with local, state, and federal requirements and the District's goal to operate efficiently is aided by complying with travel guidelines and timelines.