

Transportation reimbursement shall be according to the District's published "Out-of-District Travel Procedures" for trips authorized by the Board:

1. Commercial – Full reimbursement shall be allowed for railroad accommodations, bus fare, or plane fare (coach class if available) including limousine transportation for airport to hotel and return, and rental car expenses at destination.
2. Private auto – Those traveling in their own cars shall be reimbursed at the IRS approved rate.
3. Hotel accommodations – Full reimbursement shall be allowed for all reasonable expenses.
4. Board members shall abide by the employee monetary guidelines for travel.
5. Registration fee – Any registration fee required over and beyond regular membership dues shall be reimbursed upon presentation of proper receipt.
6. Board members who travel as representatives of the District shall be reimbursed for lodging, transportation, meals, and other authorized travel expenses upon presentation of a written account of expenses accompanied by receipts for all individual expenses.
7. Receipts for reimbursement must be submitted with a travel and expense voucher within ten days from the last day of the trip.
8. Travel shall be in relation to duties as a Board member.

If the Board authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.