

Out-of-District Travel Prior to out-of-District travel, a “Request for Out-Of-District Travel” form must be submitted to the appropriate supervisor, and then to the Superintendent for final approval.

If approved, expenses will be reimbursed as follows:

1. Lodging—Actual expense, paid receipt required.
2. Meals—At approved per diem rate.
3. Transportation Expenses—Actual air, rail, bus or taxi fare (lowest rate class), or mileage at the approved rate, and parking at actual cost.

A “Travel Expense Statement” shall be turned in properly filled out within ten days of return to the District.

Travel out-of-state must be requested through the appropriate supervisor and Superintendent for final approval by the Board. Requests should be submitted at least 30 days in advance of the travel date.