



Book	BYLAWS AND POLICIES
Section	4000 CLASSIFIED STAFF
Title	REIMBURSEMENT OF TRAVEL EXPENSES
Code	4440
Status	Active
Legal	I.C. 20-25-4-11
Adopted	November 17, 2020

Various employees are required to travel away from the school from time to time in order to carry out their assigned duties or to conduct business of the Board.

Each such employee is entitled to reimbursement in respect of the expenses incurred in fulfilling their duties or in conducting the business of the Board.

Each such employee of the Board shall be paid the compensation they would normally be entitled to receive had they not been away from the school and further they shall be reimbursed the cost incurred by the employee while away from the school, in accordance with the travel and reimbursement procedures established and approved by the Executive Director, CEO.

Whenever, any member or employee of the Board shall claim reimbursement on account of the expense of air travel, the Board shall not reimburse in any amount that exceeds the tourist or coach fare (as distinguished from the first class fare) that was, or would have been, charged for the travel in question by the air carrier whose facilities were used; provided, however, that, if tourist or coach accommodations shall not be available to the member or employee for

the trip in question, the amount of the reimbursement shall equal the amount actually expended by the member or employee for his/her air travel.

Upon the approval of the Superintendent an employee may be compensated for the use of his/her own car in the course of his/her regular assigned work upon a mileage or other basis as determined by the Superintendent.