

EMPLOYEE TRAVEL COMPENSATION

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

All registrations, lodging expense and meal expense must be pre-approved by the building principal. To apply for reimbursement an employee must have a detailed receipt of expenses incurred and be approved by the building principal. If school vehicles are unavailable for use mileage costs will be reimbursed at the established state rate at the time of travel if the employee's vehicle is driven.

Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 206.04 Board Member Compensation and Expenses
402.07 Transporting of Students by Employees
402.11 Credit Cards
801.13 Use of Private Vehicles on School Business

Approved 8-15-05

Reviewed _____ Revised _____