

## **TRAVEL AND CONFERENCE EXPENSE**

The Board of Education shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the District.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Expenses shall be reimbursed within limits approved by the Board of Education. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

### **Legal Reference:**

#### **EDUCATION CODE**

44016 Travel Expense

44032 Travel Expenses Payment

44033 Automobile Allowances

44802 Student Teachers Travel Expense

### **Chino Valley Unified School District**

Policy Adopted: March 6, 2008

Revised: September 4, 2008

Revised: February 5, 2009

Revised: September 22, 2011