

**GBRF TRAVEL EXPENSES**

**GBRF**

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of certified employees when approved in advance by the superintendent.

**APPROVED: May 6, 1974**

**REVIEWED: November 13, 2000**

**REVIEWED AND APPROVED: February 13, 2012**

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Authorization for reimbursed travel expenses will be granted by the superintendent or his/her designated representative. Mode of travel will be based on availability of school vehicles, distance and number of persons traveling together. When traveling by air, cost of coach seating will be reimbursed.

Receipts for transportation, parking, hotels or motels, meals and such other expenses for which receipts are ordinarily available will be attached to expense vouchers. When using personal car, approved travel will be reimbursed at the rate established by the Board for each mile.

Travel between buildings, or in the district, in the exercise of official assignments, will be reimbursed at the rate established by the Board for each mile.

Persons who normally travel in conjunction with official assignments must submit travel budget estimates by June 1 each year to the superintendent or his/her designated representative.

Expense shall not be paid to staff members who are receiving expense money from other organizations or institutions. After an approved trip has been made, staff members are to turn in an expense voucher to the superintendent's office so that proper reimbursement can be made. Completed reimbursement forms, expense vouchers and/or mileage claims must be submitted within 30 days of the incurred expense.

**APPROVED: May 6, 1974**

**AMENDED: January 14, 1991**

**AMENDED: November 13, 2000**

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