

TRAVEL EXPENSES

The Metropolitan School District of Washington Township Board of Education may provide for the payment of the approved actual and necessary expenses, including travel expenses, of any staff member of the District incurred in the course of performing pre-approved services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Business Services Department.

The Board shall pay the expenses of staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Personnel will be reimbursed at a rate established by the General Services Administration Guidelines, www.gsa.gov, or a rate approved in accordance with administrative guideline F250-R for travel required of their position and approved in advance by their supervisor.

Any employee with assignments in more than one building will be assigned by the Superintendent to one building for purposes of determining travel reimbursement. Such an employee will be reimbursed for the distance between the assigned building and another building for the days that the employee's assignment is in such other building.

SBOA Uniform Compliance Guidelines Manual for Schools, Chapter 1

MSD of Washington Township

Adopted 04/24/24

Revised [date]