

ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION: NON-INSTRUCTIONAL OPERATIONS

CODE: F1

TITLE: TRAVEL REIMBURSEMENT

Policy

It is the policy of the Addison Northwest School District to reimburse the reasonable expenses for travel for school business by its employees, School Board Members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Addison Northwest School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the Superintendent or his/her designee will be required.

Implementation

Pursuant to this policy and consistent with relevant collective bargaining agreements, the Superintendent or his/her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

Date Warned: January 12, 2017

Date Adopted: January 25, 2017

Legal Reference: 2 CFR 200.474

Cross Reference: