

REIMBURSEMENT OF TRAVEL AND NECESSARY EXPENSES WHILE IN THE SERVICE OF THE DISTRICT - ADMINISTRATIVE REGULATIONS

- I. **Home to school travel** shall not be reimbursable except when the employee attends meetings beyond those normally required by his/her work assignment and authorized by the administrative staff.
- II. **Home teachers** shall be reimbursed for mileage expenses after arriving at the first assignment and between other teaching assignments only. No reimbursement will be provided for home to initial assignment nor from the final assignment returning home.
- III. **Claims for travel and necessary expense connected with meetings and conferences** authorized by the Board are to be reported separately from expenditures relative to the daily performance of the employee's job.
- IV. **Claims, along with the necessary documentation; e.g., receipts are to be itemized monthly** on the Mileage and Educational Expense Claim (Form 4060.1-1) provided by the business services division and forwarded to the accounting department, business services division. Any travel expense claim not supported by the necessary documentation will be returned to the employee unpaid. Mileage expense claims shall be approved by the school principal, division head, or supervisor. Home teachers' mileage claims shall be approved by the principal of the school to which the teacher is assigned and by the Director of Special Services.
- V. **Upon approval of the division head, an advance payment may be obtained** for travel and necessary expenses incurred on an authorized trip which extends for one or more nights by submittal of the Request for Travel Advance (Form 4060.1-2). This form must be received in the business office at least one month in advance of the departure date, and the advance payment must be fully accounted for on the Conference Expense Claim (Form 4060.1-3) with supporting expense claims and vouchers, on the return of the conference participant.
- VI. **The following guidelines shall be used for travel:**
 - A. For out-of-district trips where the one-way distance is 150 miles or less (300 miles round trip), a district car should be used. For trips where the one-way distance is more than 150 miles, air travel shall be used.

If a district car is unavailable, a private automobile may be used for travel. The Board will annually review and establish a rate for reimbursement.
 - B. Any conference participant who desires to use a district car or to have the district pay for the expense of using his/her private automobile beyond 150 miles must receive written approval from the business services office. Reimbursement for use of a private automobile will be limited to the cost of round-trip airfare.

- C. When conference participants plan to travel by airplane, and the cost is to be paid by the District, the purchasing department should be notified at least ten days in advance in order to make the necessary arrangements.

Legal Reference: EC 35172, 35173, 44032, 44033, 44038

ADOPTED: 1973, 6-28-88

AMENDED: 10-74, 7-75, 3-84, 2-6-85

DISTRICT SUPERINTENDENT

PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA