

Jackson County Intermediate School District
Bylaws & Policies

6550 - TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

The Board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate. The Superintendent will periodically review and update guidelines and rates for staff reimbursement for meals, lodging, and other expenses associated with travel on behalf of the District.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

2 C.F.R. 200.474

Adopted 2/9/16

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