

Policy Title: ***Travel Reimbursement; Use of School Vehicle***

Code No. ***402.16***

Employees will be reimbursed for travel which has been approved by the superintendent or designee at the rate set by the Board of Education periodically. Each employee requesting to use his/her personal vehicle on school business shall have personal liability insurance. Employees will be reimbursed for actual and necessary travel expenses only if the employee received approval from the superintendent or designee in advance.

Employees may be authorized to use a school vehicle to conduct business for the District or to attend District-related conferences or activities. The vehicle shall be checked out after completion of an authorization form. The vehicle shall not be used exclusively for personal use. Only the person(s) authorized on the form shall be allowed to drive the vehicle, and only those persons authorized on the form shall be passengers in the vehicle. The employee shall record the mileage and other pertinent information as requested. All authorized drivers must have a valid driver's license and must be insurable under the District's liability insurance. No tobacco products shall be used in the vehicles, and no alcoholic beverages or illegal substances shall be placed in the vehicle or consumed in the vehicle.

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