

BUSINESS AND GENERAL SUPPORT SERVICES

SUBJECT: Transportation

Official Travel/Reimbursement

The Superintendent shall maintain a system to authorize official travel and to permit designated staff to fulfill authorized assignments away from their regular work site. This system may include availability of fleet vehicles, designated travel agent, and establishment of a mileage reimbursement rate and/or allowance for use of private vehicles. The system shall provide a claims process for payment of actual and necessary traveling expenses. Expenditures for this purpose shall not exceed the total amount for this purpose in conjunction with approval of the budget.