

Staff Personnel  
Series 400

Travel Allowance  
Code 401.7

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage cost, lodging expenses, meal expenses, and registration cost.

**Travel Outside the School District:** Travel outside of the school district must be pre-approved by the superintendent or designee. Travel shall be (1) by common carrier, using the lowest possible fare when such transportation is available and will serve the time schedule of the individual; or (2) by private automobile if school vehicle is unavailable. If the individual chooses to go by automobile, the maximum travel cost shall not exceed the cost of the economy/coach class air travel.

The rates for reimbursement shall be for actual expenses incurred, plus a per-mile rate which is hereby set by the Board at the rate of 45 cents per mile. An itemized account of all expenses, accompanied by receipted hotel/motel bill for overnight lodging, shall be presented to the Board for payment.

All administrative personnel shall be reimbursed for any travel necessary to the performance of their assigned duties. This does not include travel between their homes and their offices. All other personnel shall be reimbursed for any travel out of the district from the building in which they normally begin their day of service. This does not include to and from work and home.

**Travel Within the School District:** Employees required to travel in their personal vehicle between school district buildings to conduct of school business of the district other than herein set forth, shall be reimbursed for the travel between schools and travel at the direction of the district at the rate of 45 cents per mile. Travel between Edgewood and Colesburg shall be calculated at 12 miles one way. These are based on the most direct route. Should a detour arise employees will be compensated for additional miles.

Travel between buildings shall be approved by superintendent or designee. Proper forms shall be filed monthly unless approved differently.

Legal Reference: Iowa Code Sections 79.9, 279.32

Adopted: 04/13/87

Revised: 11/09/15

Reviewed: 03/14/16