

BUSINESS PROCEDURES

District Expenditures

Travel Allowance

All personnel of the School District shall be reimbursed for travel expenses including transportation, meals, lodging, registration fees, etc., incurred as part of their duties for the school district. All travel expenditures are to be preapproved by the Superintendent of Schools or his designee.

The rates for reimbursement shall be for actual expenses incurred. For use of private automobile or other similar conveyance the District rate of mileage reimbursement shall be \$.30 per mile. There is a maximum reimbursement of \$30 per day for meals.

Receipts for all expenses other than private vehicle mileage reimbursement shall be presented to the Superintendent of Schools at the time the request for reimbursement is made.

Date of Adoption: 11-17-86

Date of Review: 10-2-90, 2-21-94, 01-20-97, 03-20-00, 06-16-03, 05-21-07

Date of Revision: 08-17-98, 06-16-03, 06-16-03, 10-17-05, 04-10-08

LEGAL REF: Iowa Code Chapter 79.9