GAN Travel Expenses (See BBBF, CG, CEF, GBRC and GCA)

GAN

The board shall provide reimbursement for expenses incurred in travel

related to the duties of the district's employees when approved in advance by

the superintendent. Mode of travel will be based on, but not limited to, the

availability of transportation, distance and number of persons traveling

together. A first class air fare will be reimbursed only when coach space is not

available.

Requests for reimbursement shall have the following attached: receipts

for transportation, parking, hotels or motels, meals and other expenses for

which receipts are ordinarily available. For the authorized use of a personal

car, including approved travel between buildings, staff members shall be

reimbursed at a mileage rate established by the board.

Approved: 7/10/17

KASB Recommendation - 2/98; 7/03; 4/07; 11/16

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