

**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.

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. Itemized meal receipts are required.

In those instances when an employee attends an event out of town for a full day and dines for all three meals, the daily rate of reimbursement is not to exceed \$30.00 including tips. The evening of the overnight stay will be reimbursed at \$15.00 including tips.

**Staff Travel**

Staff members who must drive a personal vehicle during the duty day may be reimbursed for their travel at a rate set by the board. Regulations for reimbursements, if allowed, shall be developed by the superintendent.

Approved: October 26, 2015