

BOARD OF EDUCATION
Metropolitan School District of North Posey County

Travel Policy

The Board recognizes that employees may need to travel in the name of the school corporation. Expenses will be reimbursed to the extent the guidelines are followed.

The Board or the Superintendent must approve all travel and expenses in the name of the school corporation prior to the travel.

If a corporation vehicle is available for the travel, no mileage reimbursement will be allowed.

To qualify for reimbursable expenses, other than mileage, the travel must be more than fifty miles from the normal location of employee's place of service.

When traveling for the corporation, the Board agrees to reimburse the employee for reasonable expenses at rates established by the Board. The employee must submit a voucher for reimbursement which includes the travel itinerary (agenda from meeting and/or approved professional leave form) and original receipts.

Guidelines

- Follow professional leave request guidelines in full
- Follow credit card policy if applicable
- Reimbursement must have original signed itemized receipts
- The corporation mileage rate is the same as the rate set by the IRS.
- The maximum daily food allotment is \$40
- The Corporation will pay reasonable registration and lodging
- The Board agrees to pay reasonable charges for tolls, parking and tips.