

## EMPLOYEE TRAVEL COMPENSATION

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 shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Faculty members may use a school vehicle for transportation to and from clinics, workshops, etc., provided one is available. Requests for a school vehicle should be made at least three (3) days in advance. If a school vehicle is not available, sponsors of an activity may be reimbursed mileage at a rate established by the Board of Education each year. Should a coach/sponsor choose to use his/her own vehicle even though a school vehicle is available, no mileage reimbursement will be paid.

It is the policy of the board to pay the actual and necessary expenses incurred by employees at educational workshops, conferences, training programs, official functions, hearings, or meetings, whether incurred within or outside the boundaries of the local government, to include:

1. Registration costs, tuition costs, fees, or charges;
2. Mileage at the current district reimbursement rate or actual travel expense if travel is authorized by commercial or charter means; and
3. Meals and lodging as approved in advance by the superintendent.

The district without prior approval of the superintendent will pay no meals or lodging expenses. The district will pay no membership fees to organizations for individual teachers.

Prior to reimbursement of actual and necessary expenses, the employee must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt shall make the expense non-reimbursable.

Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 206.04 Board Member Compensation and Expenses  
402.07 Transporting of Students by Employees  
402.11 Credit Cards  
801.13 Use of Private Vehicles on School Business

Approved 7/9/18 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

