

Fresno Unified Board Policy (BP) 4233.1 Travel Reimbursement

It is the policy of the Governing Board to reimburse all employees and officials of the district for actual and necessary expenses incurred while using private vehicles or attending authorized meetings or conferences on behalf of the district. Nonemployees, such as parents/guardians or community members, may be authorized to travel at district expense as representatives of the Board. All costs associated with travel shall have been provided in the school district budget. Travel expenses to be paid by another agency or institution will not be reimbursed by the district.

If travel is to involve costs to the district other than mileage, parking, or the employee's salary while absent from his/her work location, a travel request form shall be prepared by the employee and shall include a detailed cost estimate.

The Board President is authorized to approve attendance at conferences or meetings and other travel for the Superintendent and members of the Board. The clerk of the Board shall approve conference and other travel of the Board president. A quarterly information report shall be provided to each Board member showing the current and year-to-date travel expenses incurred by each of the above-named officials.

(cf. - FTA Negotiated Agreement)

Fresno Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, age, creed, religion, political affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy or parental status, medical information, military veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment.

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees (employees in staff development projects)

Policy FRESNO UNIFIED SCHOOL DISTRICT

adopted: June 25, 1992 Fresno, California

revised: September 22, 1994

revised: August 24, 1995

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Policy Section: 4000 Personnel