

Travel; Request

The Superintendent or designee may approve employee requests for travel, meetings and conferences within the financial limitations set forth by the annually adopted budget. Meetings not previously budgeted for shall be approved on an individual basis by the Board. All conference attendance of staff must be recommended by the immediate supervisor and approved by the Superintendent or designee.

The Superintendent or designee is authorized to reimburse employees of the district for use of their own vehicles in the performance of regularly assigned duties. He/she shall establish an allowance for such use on either a mileage or monthly basis.

(cf. - Negotiated Agreements)

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: August 24, 1995 Fresno, California

reviewed: June 1, 2001