

Northeast College Prep

Policy # 214: OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

Adopted: 12/17/13

Revision Date: 5/19/20, 9/17/2024

I. PURPOSE

The purpose of this policy is to control out-of-state travel by School Board members as required by law.

II. GENERAL STATEMENT OF POLICY

It may be appropriate for School Board members to travel out-of-state to fulfill their obligations as board members.

III. APPROPRIATE TRAVEL

Travel to other out-of-state activities for which the member intends to seek reimbursement from the School District should be pre-approved by the School Board. A planned itinerary must be submitted to the School Board prior to departure.

IV. REIMBURSABLE EXPENSES

- A. Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips and other reasonable and necessary school district-related expenses.
- B. Amounts to be reimbursed shall be within the School Board's approved budget allocation, including attendance at workshops and conventions.
- C. Receipts must be provided in order to reimburse for expenses.