

## **TRAVEL EXPENSE REIMBURSEMENT**

**7.52\*+**

- I. Travel expenses incurred by employees or other authorized persons involved in conducting School Board business may be reimbursed when authorized by the Superintendent or the Board.
- II. Any person requesting reimbursement for travel expenses shall provide required documentation. Standard subsistence (meal) allowances, per diem expenses, vehicle mileage costs, and other allowable travel reimbursement may be established, not to exceed the maximum federal allowance. No person shall receive reimbursement from the Board and from other sources for the same travel expense.
- III. When travel is made at Board expense, any incentives and rewards earned from such travel are property of the Board. As soon as an employee has accrued enough mileage or credits from School Board travel to receive a free ticket or other reward, the employee shall report such reward earned to the Superintendent or designee. Travel rewards and incentives earned after January 1, 1996, shall be used only by Board employees traveling on Board business.
- IV. The expenditure of public funds for travel shall be consistent with the provisions of Florida Statutes.
- V. The Superintendent shall establish uniform procedures to implement this policy and prescribe forms and procedures necessary for maintaining accurate, uniform records. Travel procedures shall ensure reasonable economy.
- VI. Violation of this policy or falsification of required records shall be grounds for disciplinary action not excluding dismissal.

**STATUTORY AUTHORITY:**

**1001.42, F.S.**

**LAW(S) IMPLEMENTED:**

**112.061, 1001.39, 1001.43, 1011.09 F.S.**

**STATE BOARD OF EDUCATION RULE(S):**

**6A-1.056**

**HISTORY:**

**ADOPTED: 6/12/2007**

**REVISION DATE(S): 4/13/10**