

STAFF TRAVEL AND EXPENSE REIMBURSEMENT

All travel requests of administrators, faculty and support staff must be submitted to the Superintendent's Office for approval at least three (3) weeks prior to the initiation of any travel arrangement. Staff may be reimbursed for itemized and documented travel expenses provided such expenses are related to the employee's duties.

Upon approval, the district business office shall arrange for related accommodations. In the event air travel is necessary, the district shall pay the current commercial coach rate of a round trip fare. The district shall pay the current commercial rate for ground travel, including buses and trains, when necessity dictates this means of travel.

When personal vehicles are used as transportation in approved travel, such travel shall be reimbursed at the Internal Revenue Service (IRS) or state rate of reimbursement (see State Travel Reimbursement Act) according to mileage indicated on an Oklahoma map.

Advanced funding of any expenditures beyond transportation, hotel accommodations, or registration shall not be made by the district. Only those items for which there is itemized documentation may be reimbursed.

Reimbursement may be made from School Activity Fund and or General Fund.

Travel expenses and other related expenses of prospective employees for sponsored visits to the school district shall be paid at the discretion of the Board under the same guidelines as those for school employees.

Legal References: Oklahoma Statutes 70 Section 5-117
School Laws of Oklahoma, Section 68
State Travel Reimbursement Act
HB2909, 1998 Legislative Session

Cross Reference: B-19 Travel and Expense Reimbursement for Board
Members

J-05 Student Travel and Expense Reimbursement