

TRAVEL ALLOWANCE

All personnel of the school district shall be reimbursed for travel expenses incurred for travel outside the district authorized by the Superintendent of Schools.

Travel shall be by common carrier when such transportation is available and practical. If the individual chooses to go by automobile, the maximum travel cost shall be at the common carrier rate.

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

LEGAL REFERENCE: Code of Iowa, Section 79.9; 279.32

CROSS REFERENCE: Board Policies 405.020; 803.110

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: March 19, 2007

DATE OF REVISION: December 11, 1991

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223