

Expense Reimbursements

When official travel by personally owned vehicle has been authorized, mileage payment will be made at the rate currently approved by the Internal Revenue Service or the employee's contract.

A traveler on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations will not be considered prudent, nor will they be accepted.

Policy Adopted: 5/27/86

Policy Revised: 6/16/03