Policy

It is the policy of the Rivendell Interstate School District to reimburse the reasonable expenses for travel for school business on a mileage basis by its employees, school board members and volunteers, at the current federal rate and to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Rivendell Interstate School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the Superintendent or his or her designee will be required.

Implementation

Pursuant to this policy and consistent with relevant collective bargaining agreements, the Superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

Legal Reference(s): 2 CFR 200.474

First Read: November 7, 2017
Second Read: