

BP 4133  
4233  
4333

All Personnel

Travel; Reimbursement

The Governing Board shall pay expenses, including travel, incurred by any employee performing authorized services for the district in accordance with district policies and regulations. Funds expended shall not exceed those budgeted by the Board for these purposes. The Board may authorize an advance of funds to cover necessary expenses.

The Board, under the provisions of Education Code 44032, delegates authorization to the Superintendent to approve employee requests for travel, meetings and conferences within the financial limitations set forth by the annually adopted budget. All conference attendance of staff must be recommended by the immediate supervisor and approved by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

44032 Travel expense payment  
44033 Automobile allowance  
44576 Remuneration of trainees (employees in staff development projects)

Policy  
adopted: December 1990

NORRIS SCHOOL DISTRICT  
Bakersfield, California