

ORANGE EAST SUPERVISORY UNION

CODE F1 (Previously E6) Travel Reimbursement (REQUIRED)

Date Warned: 11-05-19
Date Adopted: 01-07-2020
Date Revised:
Date Reviewed:

Policy

It is the policy of the Orange East Supervisory Union to reimburse the reasonable expenses for travel for school business on an actual cost basis, on a per diem or mileage (IRS rate) basis in lieu of actual costs incurred, or on a combination of the two by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Orange East Supervisory Union. 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.