

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: GCBF

TRAVEL EXPENSE

Statement of Purpose

This policy describes the terms under which the district will provide reimbursement for travel by eligible employees.

Statement of Policy

The Sanborn Regional School Board believes that those employees who, on occasion, incur expense for travel in the disposition of their responsibilities to the district should be reimbursed for such expense.

Travel expense is reimbursable within the district when an employee has been assigned to more than one school and must travel from one school to another on any given day.

Effective: November 2, 1977

Revised: January 8, 1986

Revised: October 21, 1998

Reaffirm: May 18, 2011