

GENERAL PERSONNEL TRAVEL COMPENSATION

School district personnel traveling on behalf of the school district and performing approved school business will be reimbursed for the actual and necessary expenses. Reimbursement for expenses will be allowed only if the employee received authorization for the expenses from the building principal and superintendent.

It shall be the responsibility of the building principal and superintendent to determine whether the requested trip is appropriate school business for which actual and necessary expenses should be reimbursed to the employee.

Transportation costs for travel between school buildings in the district for the purpose of meeting classes as scheduled and/or assigned and which requires the teacher to leave the teacher's regularly assigned teaching station to which the teacher reports at the beginning of the teaching day, shall be reimbursed at an amount determined by the board.

Legal Reference: Iowa Constitution, Art. III, §31.
Iowa Code §§70A.9-.11 (2015).
1980 Op. Att'y Gen. 512.
1989 Op. Att'y Gen. 47.

Cross Reference: 219.3 Board of Directors Member Compensation and Expenses
401.16 Credit Cards
712 Transportation

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