

Board Policy

Code No. 401.7

EMPLOYEE TRAVEL COMPENSATION

Employees, and members of the Board of Education, traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approval shall include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the Superintendent, shall be approved by the Superintendent or designee.

Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

In exceptional circumstances, the Superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed receipt will make the expense a personal expense.

For guidance and reimbursement rates for attending conferences/meetings, see Board Policy #401.7R1.

Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the rate established annually by the Board of Education. It shall be the responsibility of the Superintendent to approve travel within the school district by employees. It shall be the responsibility of the Board to review the travel within the school district by the Superintendent through the Board's audit and approval process.

Employees who are allowed an in-school district travel allowance shall have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

The Superintendent shall be responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment of school district vehicles. The administrative regulations shall include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

Bettendorf Community School District
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Legal Reference: *Iowa Constitution, Art. III, § 31.*
 Iowa Code §§ 70A.9-.11 (2013).
 1980 Op. Att'y Gen. 512.

Cross Reference: *216.3 Compensation for Expenses to Board Members*
 401.6 Transporting of Students by Employees
 401.10 Credit Cards
 904.1 Transporting Students in Private Vehicles

Approved: *March 18, 1996*

Reapproved: *February 2, 1998*
 February 17, 2004
 April 18, 2011

Revised: *July 14, 1997*
 February 20, 2001
 December 4, 2006
 August 15, 2016
 Nov. 7., 2016