



Budget Policies BP 04-11

Board Policy: TRAVEL EXPENSES

The Governing Board of Gateway Community Charters shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the charter schools.

The GCC Board President or designee may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the GCC Board. The GCC Board President or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The GCC Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel, except the Reno or Lake Tahoe region, for which expenses/reimbursements will be claimed shall have the GCC Board President or designee's prior approval.

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

Board Approved: April 4, 2006
Revised: August 16, 2011