

**All Personnel**

BP 4133  
4233  
4333

**TRAVEL EXPENSES**

The School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the Board.

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

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

All travel must be approved by the employee's immediate supervisor. All out-of-district travel must be prior approved by an administrator and the Superintendent or designee according to procedures established by the district. No employee shall authorize his/her own travel, nor should funds be authorized for travel that are not under the approver's direct supervision.

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

All out-of-borough travel must have Superintendent approval.

Travel expenses not previously budgeted must be approved on an individual basis by the Board.

*(cf. 3300 - Expenditures/Expending Authority)*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 10/13/99**  
**Revision Date: 9/18/2019**