

**Reimbursement for Travel Expenses**

Upon recommendation by the superintendent, the board will budget a reasonable sum of money to cover necessary travel allowance. These allowances are classified in accordance with the following two (2) categories:

1. those which are necessary for the efficient and economical operation of the school system; and
2. those which are important for the promotion of professional growth and for the advancement of the educational program in keeping with the changing times and the new developments in teaching techniques and knowledge.

The board delegates authority to the superintendent to authorize travel within the budgetary limitations. He/she shall prescribe such regulations as are necessary for the efficient expenditure of the travel fund in the best interest of the Yakima Schools. Travel out-of-state (unless in a contiguous area) shall receive prior approval from the Board of Directors.

**Cross References:**

(cf.: 1733 – Board Member Compensation)

**Legal References:**

RCW 28A.320.050 Reimbursement of expenses of directors, other school representatives, and superintendent candidates—Advancing anticipated expenses

RCW 42.24.090 Municipal corporations and political subdivisions—Reimbursement claims by officers and employees—Detailed account—Travel allowances and allowances in lieu of actual expenses—Certification—Forms

State Auditor Bul. #301-IIID Employee travel expenses

**Adoption Date:**

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