

Policy No. 402.08  
Adopted: 6-11-2002  
Revised: 2-19-2015

## EMPLOYEE TRAVEL COMPENSATION

Employees 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 shall 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.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to the reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim.

Failure to have a detailed receipt shall make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip shall be reimbursed by the employee to the school district no later than **10** working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration shall be limited to the actual cost of the registration.

If a school district vehicle is not available the employee will be reimbursed at the state rate.

Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 200 Board Member Compensation and Expenses  
400 Transporting of Students by Employee  
400 Credit Cards  
800 Use of Private Vehicles on School Business