

ALL PERSONNEL

TRAVEL: REIMBURSEMENT

The Office of Education will pay all actual and necessary expenses incurred by any employee or board member in the course of performing authorized services for the Office of Education, both within the county and out, including travel.

The Superintendent is authorized to reimburse employees or board members for use of their own vehicles when they are used in the performance of regularly assigned duties. The reimbursement rate per mile for travel in a privately owned vehicle shall be adjusted annually on July 1 by the Superintendent. However, the Superintendent shall have discretion to adjust the reimbursement rate as of a date other than July 1 when such an adjustment is warranted. A number of factors, including the IRS rate, will be considered by the Superintendent when setting the annual rate. Reimbursement shall be only for mileage directly related to the authorized duty.

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance