

701.02

PAYMENT IN ADVANCE FOR TRIP EXPENSES

The Superintendent is responsible for developing and implementing procedures for payment of expense by any and all employees incurred on Board approved trips which would require an extended day.

Covered expenses include, but are not limited to, tolls, lodging, meals, and other incidental expenses.

APPROVED: BOARD OF EDUCATION

DATE: April 7, 1987

REVISED: June 14, 1988

September 6, 1994

September 11, 2018