

FISCAL MANAGEMENT

SERIES 600

Policy Title ...TRAVEL ALLOWANCE

Code No. 671.2

All personnel of the School District shall be reimbursed for travel expenses incurred for travel authorized by the Superintendent of Schools and/or for travel incurred under the policies of the School Board.

Travel shall be by common carrier when such transportation is available and will serve the time schedule of the individual as well as travel by private automobile. In such cases, if the individual chooses to go by automobile the maximum travel cost shall be at the common carrier rate.

Reimbursement shall be for actual expenses incurred or as provided in the master agreements of various employee groups. Use of a personal automobile as the means of transportation shall be at the current Internal Revenue Service allowable rate.

All other personnel shall be reimbursed for any travel from the building in which they normally begin their day of service. This does not include travel to and from work and home. Charter carrier may be used provided the carrier is authorized and supervised by State and Federal laws.

Date of Adoption:
July 12, 1976
Amended:
July 12, 1982
Amended:
June 11, 1990
September 15, 2008

Legal Reference: Code of WI
120.12