

**GAN Travel Expenses**

**GAN**

The board shall provide reimbursement for prudent and reasonable expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent. The board encourages thriftiness.

Approved: March 26, 2007

**GAN-R Travel Expenses**

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Authorization for reimbursement of travel expenses shall be considered in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board when a district vehicle is not available.

Approved: March 26, 2007