



**Greenfield Union School District**  
**REQUEST FOR APPROVAL FOR OUT-OF-STATE TRAVEL**  
*Form 404*

***Submit approval request to the Superintendent's Office at least one week prior to Board Meeting.  
Attach documentation to support Out of State Travel (BP 3350 Travel Expenses)***

EMPLOYEE NAME(S):	
SCHOOL SITE/DEPT:	
EVENT NAME:	
LOCATION:	
DEPARTING:	
RETURNING:	
COST TO DISTRICT:	
<i>BOARD MEETING DATE:</i>	

EMPLOYEE NAME(S):	
SCHOOL SITE/DEPT:	
EVENT NAME:	
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EMPLOYEE NAME(S):	
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# Greenfield Union SD

## Board Policy

### Travel Expenses

BP 3350

#### Business and Noninstructional Operations

The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have Board approval. Expenses not previously budgeted also shall be approved on an individual basis.

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

#### Legal Reference:

##### EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

Policy GREENFIELD UNION SCHOOL DISTRICT

adopted: May 5, 2009

Greenfield, California