

Section 14: BUDGET POLICIES FOR TRAVEL CLAIMS

When planning on attending a conference or meeting other than a regularly scheduled board meeting or hearing, board members must contact the education program specialist for the state board and explain the proposed travel arrangements. The education program specialist will then figure the appropriate cost of the conference or meeting and contact the board chair or designee for approval. The education program specialist will then notify the board member of the approval.

Policy purpose: It is the purpose of this policy to ensure proper procedures are followed in the expenditure of state board funds.

Policy statement:

The board will follow the procedures listed below in committing the use of public funds:

Travel Reimbursement

All overnight travel, other than regular board meetings or hearings must be pre-approved by the board chair or designee. All convention expenses must receive prior approval of the board chair or designee.

Mileage

State Board of Education members are reimbursed in accordance with the state approved mileage rate.

Lodging

Out-of-state lodging shall be reimbursed for actual expenses incurred upon presentation of a paid receipt. The government rate should be obtained at all hotels, when available.

Per Diem

Per diem will be paid at the state approved rate.