



MT. VERNON

COMMUNITY SCHOOL CORPORATION

Engage, Educate & Empower Today's Students

Travel Expenses/Policy F250

The School Board may provide for the payment of the actual and necessary expenses, including travel expenses, of any staff member of the Corporation incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines. The validity of payments for job-related expenses shall be determined by the ~~Business~~ Finance Department. The Board shall pay the expenses of staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Personnel will be reimbursed at a rate established by the General Services Administration Guidelines, www.gsa.gov, or a rate approved in accordance with administrative guideline F250-R for travel required of their position and approved in advance by their supervisor.

Any employee with assignments in more than one building will be assigned by the Superintendent to one building for purposes of determining travel reimbursement. ~~No employee will be reimbursed for travel between district-owned buildings.~~ Only employees with prior approval from the Superintendent will be reimbursed for travel expenses between buildings. Travel between buildings located on the main Fortville campus will not be eligible for reimbursement. Employees expected to travel between buildings will be reimbursed at the standard IRS mileage rate. Reimbursement requests for mileage must be submitted to the Finance Department no less than monthly and no more than quarterly. Late submissions will not be processed. Employees who receive a travel allowance or stipend will not be eligible for reimbursement.