



TRAVEL / PER DIEM POLICY

Approved: March 1, 2007

PURPOSE:

The purpose of this policy is to establish procedures for authorization of travel by School employees or agents who may be required to travel in fulfilling their official duties or in attending seminars, conferences or other professional or educational activities benefiting the School.

POLICY:

1. This policy applies to all employees, officials or agents travel to conventions and/or travel undertaken for execution of School business. This includes, but is not limited to:
 - a. Travel requiring an overnight stay; and
 - b. Conventions and conferences when no overnight stay is required.
2. All travel will be requested at least three weeks prior to departure date, and approved by the Principal prior to arrangements being made. Request shall include the conference registration materials and hotel accommodations. Flight reservations will be made by the Management Company.
3. Per Diem expenses will be paid for all approved travel events which are more than 100 miles from the School campus. A meal per diem of \$65/day shall be issued to the traveler in the form a check, no less than 48 hours prior to departure date.
4. Ground transfer and mileage rate expenses will be reimbursed, based on submission of saved receipts. The traveler is responsible for collecting receipts in order to present them for reimbursement.
5. Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start by the Principal or the President of the Board.