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BSD Policy F1

BURLINGTON SCHOOL DISTRICT POLICY

CODE F1: TRAVEL REIMBURSEMENT

Purpose

This policy is intended to fulfill the requirements of 2 CFR 200.474.

Policy

It is the policy of Burlington School District to reimburse the reasonable expenses for travel for school business on a mileage basis for miles traveled and an actual cost basis for other travel expenses incurred by its employees and school board members, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of Burlington School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the Superintendent or his or her designee will be required.

Pursuant to this policy and consistent with relevant collective bargaining agreements, the Superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

<i>BSD Version:</i>	<i>BSD F1 Policy</i>
<i>Date Warned:</i>	
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<i>Second Reading:</i>	<i>February 12, 2019</i>
<i>Date Adopted:</i>	<i>February 12, 2019</i>
<i>Legal Reference(s):</i>	<i>2 C.F.R. 200.474</i>
<i>Cross Reference:</i>	<i>VSBA Policy F1</i>