



Boulder Valley School District

File: DLC

**Adopted: Date of manual adoption, current practice
codified in 1978**

Revised: June 22, 2004, January 24, 2006

Employee Expense Reimbursements

Employees who are required to travel from school to school and/or out of town on business for the District shall be reimbursed upon application by the employee and approval by their supervisor.

Claims for reimbursement shall be accompanied by such documentation as may be required by Finance and Accounting Services. Mileage reimbursements shall be made at the District's current mileage reimbursement rate. This rate is based upon the current Internal Revenue Service approved mileage rate.

If an employee travels out of town on business or for professional training, an "Application For Attendance At A Professional Meeting" form must be completed and approved by the employee's supervisor prior to the trip. Professional travel outside of the contiguous 48 states requires approval of the Superintendent prior to the trip.

If an employee receives a cash advance for professional travel, any unused advance must be returned to the District within 30 days of the trip. If an unused advance is not returned in a timely manner, the District is authorized to deduct the full amount of the advance from the employee's next net pay.

Any expense reimbursements that are to be paid directly to an employee require authorization by the employee's supervisor. This includes, but is not limited to, professional travel reimbursements, contract for service payments and Personnel Action Form additional compensation payments.

AGREEMENT REFS.:

Teachers' agreement, Section E

Paraprofessionals' agreement, Section F

CROSS REF.:

BHD/BHE, Board Member Compensation and Expenses/Insurance

End of File: DLC