

REEDSPORT SCHOOL DISTRICT

POLICY: TRAVEL EXPENSE

CODE: DLC

The travel expense policy has been designed for staff of the district to provide an easily understood, brief, and yet all encompassing policy that is fair to the employees and justifiable in terms of public scrutiny.

Any employee of the district authorized to travel in the interest of the district in his/her private car will be reimbursed at the current Internal Revenue approved rate per mile. Transportation by common carrier will, if approved, be reimbursed at actual cost.

In instances when the district requests or requires staff members to attend out-of-district meetings costing in excess of the established allowance schedule, the reimbursement will be paid at actual costs. Receipts will be required to substantiate claims.

Payment for dues for professional memberships will be at the discretion of the administration.

END OF POLICY

Legal References:	ORS 294.155	OAR 581-022-1660
	ORS 332.107	

Internal Revenue Code, 26 U.S.C., Section 162; 26 CFR 1.162-1

Internal Revenue Service Travel, Entertainment, Gift and Car Expenses (IRS Publication 463).

Adoption: 7/14/87
Revised: 7/11/90
8/17/94
10/21/98
11/17/99
8/16/00

Original Code:CCN

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