

	<p>REIMBURSEMENT FOR TRAVEL EXPENSES</p>	<p>Policy No. 6213 February 15, 2012 Page 1 of 1</p>
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The School Board recognizes that it may be necessary and beneficial for Board members, staff, students and agents of the district to travel outside of the Seattle School District to provide opportunities in the following areas:

- Research and development in curriculum focus areas;
- Presentation of district programs and activities;
- District related operations;
- Recruiting the work force;
- Professional development;
- To comply with specific grant requirements; or
- Other travel deemed necessary by the Superintendent.

The School Board encourages the use of technological solutions, where appropriate, to minimize the cost of travel.

Travel reimbursement shall follow the Travel Procedures as outlined by the Superintendent.

Adopted: February 2012

Revised:

Cross Reference:

Related Superintendent Procedure:

Previous Policies:

Legal References: RCW 28A.320.050 Reimbursement of expenses of directors, other school representatives, and superintendent candidates — Advancing anticipated expenses; 42.24.090 Municipal corporations and political subdivisions — Reimbursement claims by officers and employees; Ch. 3, Sec. 4, Page 1 School Accounting Manual

Management Resources: *Policy News*, April 2005; December 1999