

KERN COUNTY BOARD OF EDUCATION

BOARD BYLAWS

TRAVEL EXPENSES OF THE GOVERNING BOARD

Board members shall be reimbursed for any actual and necessary travel expenses incurred in the course of their duties. Travel includes attendance at any authorized workshop, seminar, convention, conference, or other meeting of interest and benefit to the county office.

If travel is expected to involve costs to the county office other than mileage, and/or registration costs, a conference request form shall be prepared by the board member and shall include a detailed cost estimate. The superintendent or the county board shall approve the conference request form as appropriate.

MILEAGE

Board members performing authorized travel involving the use of their own vehicle shall be reimbursed for mileage at the IRS rate per mile.

MEALS

Reimbursements for meals shall be reasonable and based upon the actual and necessary costs to the board member, or the per diem amount applicable to county office employees and in accordance with regulations applicable to those employees.

No public funds shall be used by the Board or any agent of the Kern County Superintendent of Schools Office to purchase alcoholic beverages.

Meal claims which exceed the limitations in the administrative procedures but do not exceed the maximum per day limit are authorized. Meal claims exceeding limits previously specified shall be submitted to the county superintendent for specific approval with justification statements attached.

TRAVEL CLAIMS

Whenever travel is properly authorized and costs are incurred, the claimant shall be required to prepare a claim which shows in detail all expenditures incurred. Invoices or proof of payment shall accompany the claim for the following:

Required invoices or proof of payment:

- Airfare/train fare/bus fare/boat fare
- Lodging
- Registration
- Conference fees

➤ Car rentals

The claimant shall certify by signature that all amounts claimed were actual and necessary. Documentation must show the inclusive dates of each trip for which allowance are claimed and the times of departure and return. Time of departure and return means the time employee starts the trip, from office or home, and ends the trip, at office or home.

The superintendent, or designee, shall be required to review and approve each travel claim pursuant to administrative regulations. Claims shall be filed within a reasonable time after return from travel.

Legal References:

Education Code §§ 1081, 1090(e), 1091, 1095, 1096, 1942, 35044, 35127(f), 44032