Mendocino Unified School District

Administrative Regulations 3350
Approved 10/16/08

Business

Travel Expenses

All required travel will be reimbursed per Education Code Sections 44032 and 44033.
All out of county, conference, or non-routine travel (meetings, workshops) must have prior written approval from the employee's immediate supervisor and department director. All out of state travel must have Superintendent pre-approval.
Employees are required to submit a Travel/Conference Expense Claim Form for such reimbursements.

Mileage Reimbursement
Employees shall be reimbursed for the use of their own vehicles in the performance of regularly assigned duties at the current IRS rate. However, carpooling or the use of a van is **strongly** encouraged.

Employees are required to submit an Employee Expense/Mileage Claim Form for reimbursement.
Home to work mileage is not allowable.

If a district vehicle is used, no mileage reimbursement will be allowed.

Lodging Reimbursement
Employees shall be reimbursed when overnight accommodations are required. The District expects employees to seek the most reasonable motel rates while addressing issues of safety and cleanliness.

Meal Reimbursement
Meal reimbursements must be associated with a specific conference, class, required group work session, or when the work assignment requires such (ie bus drivers). Total meals claimed must not exceed $45.00 per day. No alcohol expenses will be reimbursed and must not be included on a receipt. Restaurant receipts must be itemized, include the names of all recipients, and the original must be submitted.