

## **TRAVEL EXPENSES**

The School Board may provide for the payment of the actual and necessary expenses, including travel expenses, of any staff member of MSD of Wayne Township incurred in the course of performing services for the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Business Department.

The Board shall pay the expenses of staff members when they attend professional meetings approved in accordance with Board policy, administrative guidelines, and the staff handbook.

Employees will be reimbursed at a rate established by the General Services Administration Guidelines, [www.gsa.gov](http://www.gsa.gov), or a rate approved in accordance with administrative guideline F300-R for travel required of their position and approved in advance by their supervisor.

Any employee with assignments in more than one building will be assigned by the Superintendent to one building for purposes of determining travel reimbursement. Such an employee will be reimbursed for travel for the distance between the assigned building and another building for the days that the employee's assignment is in such other building.

MSD of Wayne Township, Marion County, Indiana

Adopted: February 27, 2012  
Reviewed: February 10, 2014  
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Revised: March 9, 2020