

PERSONNEL - ALL PERSONNEL**SUBJECT: Travel Expenses**

Travel will be performed only for the conduct of official business. The County Superintendent will develop regulations for use by employees which will provide for control of travel and reimbursement of authorized expenses incurred by employees on official business.

Division Heads' travel allowance is authorized and approved by the Superintendent. The Superintendent's travel allowance is authorized by the County Board of Education and subject to the same regulations/ procedures which govern Division Heads.

Adopted:	7-16-80	9-23-81	12-15-
09			
Revised:	9-23-82	12-15-82	
	4-20-83	5-16-84	
	9-13-89	6-16-99	