

TRAVEL EXPENSES

County Board Members

Monterey County Board of Education (County Board) members shall be reimbursed for actual and necessary expenses, including travel, incurred by performing authorized services for the County Board and the Monterey County Office of Education (MCOE). Reimbursement shall be in accordance with the same rate, regulations and procedures established for MCOE staff members by the Monterey County Superintendent of Schools (County Superintendent) or designee.

Any County Board member requesting reimbursement for conference and special meeting expenses shall ask the County Superintendent or the County Board President to place the request for expenses on the County Board agenda as an action item prior to the date of the conference or meeting. The request shall state the destination, purpose and/or nature of the activity and estimated expenses. The County Board shall determine approval or disapproval of such requests by formal vote.

County Board approval shall be for one out-of-county educational conference, however the County Board may make exceptions on a case by case basis. No blanket County Board approval for multiple conferences may be made, with the exception of those County Board members who are appointed to represent the County Board on a continuing basis to outside agencies.

Requests to attend meetings or conferences outside the State of California shall be considered exceptional. Such requests are worthy of in-depth County Board discussion before approval. The information to be gained by out-of-state attendance must be significantly valuable to the improvement of educational programs related to MCOE.

County Board members shall not be required to obtain prior County Board approval for reimbursement of mileage and relevant expenses for meetings or conferences related to relevant educational programs if they are held in Monterey County and have no lodging expenses, or for meetings or conferences held inside the state of California that do not require hotel accommodations or air travel.

Expenditures of funds for actual and necessary expenses for conference and meeting attendance and official travel by a County Board member must not exceed the amounts budgeted for such purposes in the annual budget or subsequent revisions.

In emergency situations where attendance by a County Board member is vital but time does not permit County Board approval, the County Board President may give approval

for attendance at a conference or meeting and ratification of such approval shall be considered by the County Board at the next regular meeting.

Report to the County Board

County Board members who have attended a meeting or conference for which attendance requires County Board approval will make a brief oral report to the County Board as a regular agenda item with the written report as backup information. For meetings or conferences not requiring County Board approval for attendance, the County Board member may decide whether a report, written or oral, is appropriate.

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

County Superintendent and Staff

The County Superintendent and members of the MCOE staff may attend conferences and meetings required for and pertinent to their duties. They shall be reimbursed for actual and necessary expenses and travel in connection with such conferences and meetings.

Regulations and procedures governing reimbursement for actual and necessary expenses for approved conference and meeting attendance and travel shall be established by the County Superintendent.

In determining expenses for required travel, the least expensive mode of travel shall be the maximum allowed travel expense. In determining the least expensive mode of travel, expenses required during or in connection with a mode of travel such as lodging, meals, car rental, etc. shall be considered as part of the total expense for the mode of travel. Exceptions of this procedure of determining travel expense may be approved in extenuating circumstances by the employee's authorizing supervisor for staff and by the Board President for the County Board of Education.

(cf. 4131/4231/4331 – Staff Development)

Expenditures of funds for actual and necessary conference and meeting attendance and official travel must not exceed the amounts budgeted in the annual budget for such purposes.

The County Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses may be authorized as determined by the circumstances and in accordance with existing regulations.

Legal Reference:

EDUCATION CODE

- 1040(c) Approve the annual budget*
- 1081 Travel expenses; County Superintendent and staff*
- 1090 Mileages allowance; County Board*
- 1091 Travel expenses; County Board*
- 1200 Travel expenses; County Superintendent*
- 1201 Expenses for attendance at conventions; County Superintendent*

Adopted: 11/19/86