



Book	Policy Manual
Section	Ready for Board
Title	TRAVEL PAYMENT AND REIMBURSEMENT
Code	po6550
Status	First Reading
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#### 6550 - TRAVEL PAYMENT AND REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the School Corporation shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

**All mileage reimbursements will be made at the ~~rate in conjunction with the~~ current Federal Mileage Rate and documented by submitting a State Board of Accounts approved mileage form.**

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