

**Travel Reimbursement**

The Bethany Board of Education shall reimburse employees and officials of the District for actual expenses that are authorized by Administration and necessary, incurred while on District business, or while attending authorized meetings or conferences. Reimbursable expenses include the use of a private vehicle, registration costs associated with attending authorized meetings or conferences, and other related expenses required for attendance and/or participation in such activities. Reimbursement shall be at the published IRS rates for travel related to business.

Policy adopted: November 13, 2002

Policy revised: April 8, 2015