

**Travel Reimbursement**

The Bethany Board of Education shall reimburse employees 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. Receipts must be provided in order to be reimbursed for all approved expenses. Mileage reimbursement shall be at the published IRS rates for travel related to business.

Policy adopted: November 13, 2002  
Policy revised: April 8, 2015  
Policy revised: March 13, 2019