

Board Policy Document

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## **STAFF PERSONNEL**

### ***Series 400***

**Policy Title: Employee Meals and Lodging Reimbursement**

**Code Number: 431.04**

The District shall reimburse employees for approved meals and lodging in accordance with the existing rate of reimbursement (see Business Administration Procedures Manual-Meals and Lodging Reimbursement). The rates shall be in accordance with collective bargaining agreements or as established by the Board where no agreement exists.

Exceptions:

The Superintendent may approve requests that exceed the authority limits for unique circumstances beyond the control of the employee.

First Adoption: February 14, 1995  
Revision Adoption: March 28, 2000/January 23, 2006  
Legal Reference: