

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 3540**

**ADOPTED: 2/14/96**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 05/05/08**

**SUBJECT: Transportation**

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**Official Travel, Reimbursement**

The Superintendent shall maintain a system to authorize official travel and to permit designated staff to fulfill authorized assignments away from their regular work site. This system may include availability of fleet vehicles and establishment of a mileage reimbursement rate for use of private vehicles. The system shall provide a claims process for payment of actual and necessary traveling expenses. Expenditures for this purpose shall not exceed the total amount budgeted by the Board for this purpose in conjunction with approval of the budget.