

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4233

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED: 05/04/00

SUBJECT: Travel Reimbursement

Personnel using their private automobile for necessary travel in connection with their work must file a "Declaration of Insurance Coverage" (VCSS BS-1130) with the Business Office.

Whenever feasible, transportation to conferences, meetings, conventions, etc. should be shared, including private cars, in order to make travel allowances both reasonable and efficient.

Expense Accounts

All reimbursement for travel and expenses shall be made as outlined in the California Administrative Code, Title 5, Sections 17430-17436 and the regulations adopted by the County Superintendent.