

## VENTURA COUNTY BOARD OF EDUCATION

**BOARD POLICY NO. 3540**

**ADOPTED: 02/24/97**

**CLASSIFICATION: Business and Noninstructional Operations**

**REVISED:**

**SUBJECT: Travel**

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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, designated travel agent, 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.

#### Legal Reference:

##### EDUCATION CODE

1040 et seq.	Article 2. Duties and responsibilities, county boards of education
1080(B)	Article 3. Transfer of duties, county boards of education
1081	Travel expense – county superintendent
1200	Chapter 2. Travel expense
1201	Travel expenses, state meetings
1942	Travel expenses
32435	Article 13. Prohibited uses of public funds