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[Policy GBCB](#)**Travel Allowance**

The travel allowance for all division personnel, while using their own vehicle on division business, shall be the prevailing rate as established annually by Board resolution. Reimbursement shall also be made upon receipt of expense vouchers for public transportation. Travel claims may be submitted monthly or quarterly, on appropriate travel mileage forms.

Mileage will be calculated as the lesser of:

- a) Mileage from the employee's residence to the designated travel location and return.
- b) Mileage from the employee's "designated office" to the designated travel locations and return.

If employees are requested by the Superintendent, Secretary-Treasurer, or Transportation Supervisor to attend sessions on behalf of the school division they shall be paid mileage allowance at the prevailing rate. Where two or more employees are attending the same in-service, it is expected that they will carpool. **28 June 88(315); Rev 8 Apr 97 (180)**

Support staff whose assignment includes the provision of transportation to meet the programming needs of the student(s) they normally work with will be compensated for each day when such transportation is provided. **8 Apr 97 (180)**