

GAN Travel Expenses (See BBBF and GBRC)

GAN

The board shall provide reimbursement for expenses incurred in travel related to the duties of the service center's employees when approved in advance by the executive director. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class air fare will be reimbursed only when coach space is not available.

Requests for reimbursement shall have the following attached: labeled & itemized receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. Employees traveling outside the Service Center area will be reimbursed meals, with a receipt, at the per diem maximum of \$25 per day (room service included in per diem). Consideration will be given for the per diem amount based on the location of the conference. Alcoholic beverages will not be reimbursed. All Expenses must be presented for payment within 45 days of being incurred to be reimbursed. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

Approved: SCKESC Board of Directors – 3/3/2010