

Delegating Employee Travel Authorization to the Superintendent

The Board of Education of the Long Beach Unified School District hereby delegates to the Superintendent of Schools, or his/her designees, the authority to authorize travel for employees (excluding members of the Personnel Commission) in accordance with the Education Code and District guidelines and administrative regulations.

It is the policy of the Board to pay all actual and necessary expenses, including mileage and travel expenses, incurred by any employee of the District in the course of performing authorized services for the District at the direct request of the Board of Education or the Superintendent of Schools, or his/her designees.

The governing board of any school district may provide for the reimbursement of employees of the district for the use of automobiles owned by the employees and used in the performance of regularly assigned duties, by establishing allowance for such use on a mileage or monthly basis.

The Superintendent, or his/her designees, shall approve employee-initiated requests, or requests made on behalf of employees by their superiors, for travel, meetings and conferences within the financial limitations set forth by the annually adopted budget and by the Board-approved regulations and guidelines for employee travel. Any reimbursement for expenses incurred in attendance at meetings, conferences, and workshops shall be determined on an individual basis by the funding budget administrator and the divisional administrator in accordance with Board-approved administrative regulations. All claims for travel expenses will be subject to review and adjustment by the funding budget administrator, the Superintendent of Schools and the Board of Education if they are not in conformance with the Board-approved regulations and guidelines for travel.

All travel requests by Personnel Commission employees (excluding Commission members) shall have prior approval of the Commission in accordance with Commission-adopted rules for Commission employee travel.

Reference: California Education Code
44032
44033
44576

Approved: August 3, 1981
Revised: June 24, 1985
April 18, 1988
September 21, 2016

LONG BEACH UNIFIED SCHOOL DISTRICT