

**SCHOOL FOR INTEGRATED ACADEMICS & TECHNOLOGIES**

The following policy is adopted by the Board of Directors for use in managing the approval and payment for business related travel expenses.

The Superintendent/CEO or designee may authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized service for School for Integrated Academics & Technologies (“SIATech”).

Employee requests may be approved to attend meetings/workshops/conferences in accordance with the adopted budget.

The Superintendent/CEO or designee may:

- Approve requests to attend meetings/workshops/conferences in accordance with the adopted budget.
- Advance funds to cover necessary expenses for travel.
- Reimburse employees for the use of their own vehicles in the performance of assigned duties. (Note: Reimbursement from home to designated worksite is not allowable.)
- Authorize employee use of SIATech issued credit cards while attending SIATech functions. Under no circumstances may personal expenses or alcohol be charged to SIATech credit cards.

Procedures and guidelines shall be developed to address items covered in this policy in greater detail.

**DATE OF ADOPTION BY THE BOARD: JUNE 15, 2004**

**DATE OF RE-ADOPTION BY THE BOARD: June 15, 2010**