

CHILDREN' COMMUNITY CHARTER SCHOOL

TRAVEL EXPENSE AND REIMBURSEMENT POLICY

The purpose of this policy is to establish uniform standards for Children's Community Charter School staff and board members who incur travel expenses while on school business and/or school sponsored professional development. This policy shall take effect January 1, 2015.

1. Day Trips:

CCCS staff shall be issued a per diem check for meals in the amount of \$25 for approved travel outside of Butte County IF NO LUNCH IS PROVIDED at training.

The check will be issued prior to the day of travel and receipts are not required.

2. Overnight Trips:

CCCS staff shall be issued a per diem check for meals and lodging in the amount of \$100 per night for approved travel outside of Butte County.

The check will be issued prior to the day of travel and receipts are not required.

3. Fuel Reimbursement:

CCCS staff who drive their vehicle on approved school business outside of Butte County can be reimbursed for gas upon request. Reimbursement shall be for the actual cost of a tank of gas up to \$50. A "Reimbursement Request" form and receipt is required and should be submitted within 30 days.