
Travel - 6213

Employee travel to and from professional meetings and travel otherwise required in the completion of duties shall be paid by the District in accordance with funds budgeted and available for such purpose. Travel supported by the district should provide a minimum interruption to classroom teaching and administrative function. Prudent judgment should be used in approving only those trips which provide an overall benefit to the Issaquah School District and its educational programs. Persons traveling on behalf of the Issaquah School District shall make a reasonable effort to travel in a manner which will result in the least expense to the district.

Travel requests must be submitted at least thirty (30) days in advance of departure unless extenuating circumstances make such requests infeasible. Travel requests must be approved by the staff member's immediate supervisor. Out-of-state travel must be approved by the superintendent/designee.

Legal References:

RCW	28A.320.050	Reimbursement of expenses of directors, superintendents, other school representatives, and superintendent candidates — Advancing anticipated
	42.24.090	Municipal corporations and political subdivisions — Reimbursement claims by officers and employees — Detailed account — Travel allowances and allowances in lieu of actual expenses — Certification — Forms