

**TEMECULA VALLEY CHARTER SCHOOL  
Board Policy**

**3000 Business and Non Instructional Operations**

**3005 Travel and Conference Expenses**

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**Board Action: APPROVED**

**Effective Date: 11-2-15**

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All school business related travel, conference requests and out-of-state travel must be pre-approved by the Executive Director/Principal. All school business related travel, conference requests and out-of-state travel by the Executive Director/Principal must be pre-approved by the Board of Directors.

Use of private vehicles by employees to transport employees for school business must be pre-approved by the Executive Director/Principal.

Actual costs incurred by employees during travel for school business will be eligible for reimbursement upon presentation of an Employee Expense Report with original receipts (TVCS:3005.1)

Reimbursement for mileage incurred while using a private vehicle for travel to/from conferences will be reimbursement at the rate allowed by the Internal Revenue Service for vehicle expense and upon presentation of an Employee Mileage Report (TVCS:3005.1)