

COUNTY SUPERINTENDENT'S TRAVEL AND EXPENDITURES

Mileage

The County Superintendent shall be paid mileage, at the MCOE approved rate, for use of a privately owned automobile for all actual and necessary travel in the performance of his/her official duties.

Out of State Travel

For reimbursement, official travel outside of the state must receive prior approval from the County Board of Education.

Travel and Expenses

All actual and necessary travel and reimbursement for incidental expenses incurred in the performance of official duties shall be reimbursed at MCOE rates upon proper documentation. This includes, but is not limited to, incidental expenses such as stationery, printing, meeting supplies, telephone calls, postage, mileage, bridge tolls, parking lot fees, rental car, meals and lodging.

The Superintendent's travel claims and reimbursements shall be reviewed and signed by the Assistant Superintendent of Business Services and one other Assistant Superintendent in order to be processed.

There shall be no travel stipend allowed or provided.

All reimbursement requests and credit card payments must be accompanied by written internal control documentation and subject to dual-approval and review by the Assistant Superintendent of Business Services and one other Assistant Superintendent.

Legal Reference:

EDUCATION CODE

1210 Expenses for attendance at conventions