



Travel Reimbursement

Policy Number: 6401

I. Board Policy

It is the intent of the Board of Trustees of Summit Academy to reimburse personnel for any reasonably expected expenses which are incurred while attending approved conferences, conventions, workshops, or other events directly related to the educational or operational mission of the school.

II. Guidelines

- A. Attendance at out-of-state conventions and conferences shall have the prior written approval of the Executive Director.
- B. Any out of state or overnight travel of the Executive Director requires prior written approval of the board chair. Written approval should be attached to the reimbursement request.
- C. Any travel arrangements must be made far enough in advance to secure the best possible discount on air fare and lodging expenses.
- D. The following reimbursement allowances may be reviewed and updated as necessary:
 - 1. Air fare will be the lowest coach fare available at the time of reservation.
 - 2. Lodging allowance will be equivalent to the conference/convention block room rate.
 - 3. Per diem meal allowance will be at an amount approved by the Executive Director prior to travel.
 - 4. Personal auto reimbursement will be the current approved IRS approved rate.
 - 5. Miscellaneous expenses may be reimbursed if necessary, to attendance and approved in advance by the Executive Director.

III. References

N/A

IV. Attachments

N/A

V. Revision History and Approval Dates

N/A