

BOARD OF EDUCATION
SAN DIEGO UNIFIED SCHOOL DISTRICT
SAN DIEGO, CALIFORNIA

In the Matter of Enacting Rules and Regulations)
 Relating to Payment of Actual and Necessary)
 Expenses, Including Travel Expenses, for Public) RESOLUTION
 Officers and Employees Incurred in the Course)
 of Performing Services for the San Diego)
 Unified School District)

- I. In accordance with Section 44032 of the Education Code, the Board of Education shall provide for the payment of the actual necessary expenses, including travel expenses, of any employee of the District incurred in the course of performing services for the District, whether within or outside the district, under the direction of the Board of Education or the superintendent.

In implementing Education Code Section 44032, the Board of Education hereby delegates to the superintendent the authority described in said section; provided, that funds expended pursuant to such delegation shall not exceed the amount previously budgeted for such purpose by the Board of Education.

- II. Any employee may be excused without loss of salary and be reimbursed for actual and necessary expenses, including travel expenses, incurred in the course of performing services for the District whether within or outside the District when:
- A. The employee occupies a position with responsibility relating to the matter requiring out-of-district or in-district travel; or
 - B. The employee has special interest and qualifications relating to a field or subject requiring out-of-district or in-district travel, and the individual is qualified to offer a significant contribution to the district upon his/her return; or
 - C. Out-of-district or in-district travel by the employee is considered to be of such importance or value that the superintendent directs the employee to undertake such travel.

A trip approved "with expenses" authorizes travel by air, rail, or bus, or by private car if absence-from-the-job time is no greater than that required by public transportation. Reimbursement for private car use will be according to district procedure and at the rate currently approved by the Board of Education, not to exceed the amount of tourist-class plane fare between the points involved. Other expenses incurred in use of a private car such as lodging en route, and parking or garage charges en route will not be allowed.

- III. An employee may be authorized to perform out-of-district or in-district travel without loss of salary but with no reimbursement for expenses when such travel is:

- A. Connected with a meeting or convention which employees attend in order to improve themselves as employees or for the improvement of their positions with limited benefits to the District; or
 - B. Attendance is requested at a meeting or conference of a national, state, or regional organization with which a District verified employee organization is affiliated, and the employee is attending as an official representative of the local verified employee organization; or
 - C. Attendance is requested at a meeting or convention of a recognized service association, and the employee has been designated as an official delegate of his/her organization with responsibility for significant contributions to the public service by the virtue of such attendance.
- IV. Request for any absence for out-of-district or in-district travel purposes, whether or not expenses are to be reimbursed, should be made on the regular forms provided for that purpose, if requested.
- V. The superintendent shall establish procedures which may require employees performing out-of-district and in-district travel to make reports concerning such travel to appropriate district officers and employees.
- VI. Advance travel direction with expenses for Board of Education:
- A. Pursuant to Sections 35044 and 35172 of the Education Code, Members of the Board of Education of the San Diego Unified School District, may collectively and one of the five Board of Education members is hereby directed, for the period beginning July 1, 2007, and ending June 30, 2008, and unless and until otherwise directed by this board, to attend meetings of any society, association, or organization for which the school district has subscribed for membership, or any convention held in connection therewith. An advance of funds may be obtained to cover such expenses, with the advance to be repaid or adjusted upon filing of the regular claim for the actual expenses incurred.
 - B. Pursuant to Sections 35044 and 44032 of the Education Code, Members of the Board of Education of the San Diego Unified School District, may collectively, and one of the five members of the Board of Education members is hereby directed for the period July 1, 2007, and ending June 30, 2008, and unless and until otherwise directed by this board, to travel to school districts located within the State of California for the purpose of discussing school board policies and procedures; or to travel within the State of California to attend conferences concerned with the educational legislation; and to travel to Washington, D.C., for conferences concerned with educational legislation or with federal appropriations to schools. An advance of funds may be obtained to cover such expenses, with the advance to be repaid or adjusted upon filing of a regular claim for the actual expenses incurred.

PASSED AND ADOPTED by the Board of Education of the San Diego Unified School District, San Diego, California, at a public meeting thereof duly called and held this 26th day of June 2007, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

oOo

STATE OF CALIFORNIA)
) SS:
COUNTY OF SAN DIEGO)

I, Cheryl Ward, Board Action Officer, Board of Education, San Diego Unified School District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by said board at a meeting thereof held on the day and by the vote above stated, which resolution is on file with the minutes of said meeting.

Board Action Officer, Board of Education
San Diego Unified School District