**Subject:** Travel
**Effective Date:** TBD Upon Board Approval
**Approved By:** Board of Directors
**Policy:** 3006.1

Vista Springs Charter School's travel policies are intended to facilitate travel and travel arrangements; to provide full reimbursement for all actual, reasonable, ordinary and necessary expenses, lodging, transportation and other necessary items; and to protect travelers against the risk of loss, while simultaneously maintaining the necessary controls for accountability. "Travel" for the purposes of this policy is defined as any work-related travel outside of our own assigned facility.

All travel is to be documented on the approved travel form with the verified budget and approved by the Assistant Superintendent overseeing that division, prior to incurring the travel or any costs associated with the travel. Approval must be documented on an official request form with verification that funding is available. Pre-approval from the Board of Directors is required for all travel in excess of 1,000 miles from the Temecula Administrative Office, prior to incurring any costs associated with the travel.

The Superintendent's travel under 999 miles for one (1) trip will be reported to the Board of Directors at the following meeting. Travel over 1,000 miles by the Superintendent must be approved in advance prior to any costs incurred by the Board of Directors.

Vista Springs Charter School will pay for or reimburse air travel or the cost of mileage, whichever is less expensive. Documentation must be provided to support the choice to drive versus fly, if applicable. Vista Springs Charter School will adopt meal expense rates and hotel rate thresholds annually.

Mileage will be reimbursed at the approved IRS rate for business related purposes only. Mileage must be turned in within 30 days of travel. Mileage in excess of 3 months old may be considered void.

Travel meals are allowed under the approved meal rates when travel is either overnight, or the employee is away from their assigned work for a minimum of four (4) hours.

Vista Springs Charter School will not reimburse or pay for unapproved travel and its accompanying expenses.

All expenses will be reimbursed per the Expense Reimbursement Process (See Policy 3004.1).