

## **P3402 COMPENSATION FOR OUT-OF-DISTRICT TRAVEL**

### **BOARD POLICY:**

**Any district employee required to travel out of district in connection with their employment shall be compensated according to procedures established in the Travel and Business Expense Guide. Prior approval for travel must be obtained from the appropriate supervisor. All travel arrangements are to be made by the district travel clerk. An employee traveling out of Kansas on district business more than two times in a single fiscal year must obtain prior approval of the superintendent or designee. Payment shall be made on the basis of the completed travel requisition form in a manner consistent with procedures established by the Financial Services Division.**

Administrative Responsibility: Financial Services

Latest Revision Date: November 2006

Previous Revision Date: June 2002 P3402

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