

## WEST HARTFORD PUBLIC SCHOOLS

### POLICY 3520

#### **Non-Instructional Operations**

##### **Travel by Staff Members**

###### Use of Cars in West Hartford

Staff members whose assigned duties necessitate the regular use of their personal cars, as traveling from school to school, shall be granted a monthly allowance which shall be based on the estimated average use of the car, according to a schedule approved by the Superintendent and/or his/her designee.

###### Travel Outside the Metropolitan Hartford Area

Staff members traveling outside the metropolitan Hartford area (for more than 50 miles round trip), for reasons approved in advance by the Superintendent and/or his/her designee may be reimbursed for travel expenses, the amount to be determined on the basis of the most direct route and the one including the least overall expense to the Board. When personally owned cars are used, payments shall be made in accordance with the rate established by the Board. Staff members traveling by common carrier shall secure federal tax exemption by indicating to the travel agent that they are on school business. Employees failing to do so shall not be entitled to reimbursement of any tax paid.

Staff members attending educational conferences or on official school business approved in advance by the Superintendent and/or his/her designee may be reimbursed for other expenses, including hotel room, meals, and registration, with the allowance appropriated in the annual budget.

Adopted: November 17, 1987

Revised: February 26, 1992

Reviewed: February 22, 2017