

NUMBER:	BU 706
EFFECTIVE:	
REVISION:	1/11/2012
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: TRAVEL & TRANSPORTATION

I. SCOPE

This policy explains the rules and regulations for mileage reimbursement, transportation of students, and other transportation issues.

A. Travel of Employees

1. In-district Travel -- Employees assigned to more than one school, who travel from school to school on a daily basis, will be paid a yearly travel allowance as approved by the Board.
2. The current mileage reimbursement rate will be paid for employee use of a private automobile while conducting district business. Such reimbursement must be approved in advance by the superintendent or designee.

B. Convention Travel

Expenses related to professional conference attendance will be reimbursed in accordance with guidelines adopted by the board. Current guidelines are administered by the district's business administrator.

C. Transportation of Students

Eligibility for state-supported transportation to and from school shall be determined in accordance with UCA 53A-17a-126 and Standards for Utah School Buses and Operations.

D. Transportation to School Activities

1. Activity travel shall be conducted in accordance with the District's Student Travel Policy (PS 450).
2. Money shall not be collected from students for the specific purpose of paying the cost of transportation in the school bus. School funds or activity funds may be used to help defray costs of the school bus. Public carriers may be used for approved educational trips. As a general policy, field trips requiring student admission fees are not to be taken.

3. Field trips for Elementary Schools -- Field trips may be up to a distance of 50 miles from Murray City. Elementary field trips cannot be approved if the distance exceeds 50 miles. The principal has the responsibility to approve all field trips for his or her school within the above mentioned requirement. Special circumstances may warrant Board of Education approval of exceptions to this policy.
4. Parent Signed Statement -- When student are transported to school activities, the principal shall require the parent to sign a form approved by the Board of Education for this purpose.