

## PERSONNEL

Employees, declared eligible by the division superintendent, who use their personal vehicles in the performance of their duties shall be paid a travel allowance. For most administrative and supervisory personnel, this allowance shall be a predetermined, budgeted amount and shall be shown on the employee's contract. For other personnel declared eligible, the predetermined allowance may be a fixed budgeted amount or a fixed rate per mile as determined by the school board. A determination is made annually regarding personnel eligible for a travel allowance.

Personnel eligible for the fixed rate per mile payment shall be paid on the basis of a valid accounting of miles traveled on approved school board forms.

Adopted by School Board: September 17, 1974