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OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

Memo

To Board of Education

From Jacqueline Minor, General Counsel

Board Meeting Date February 26, 2014

Subject Approval of Amendments to Board Policy 3350 -- Travel and Business Expenses

Action Requested Approval of Amendments to Board Policy 3350 -- Travel and Business Expenses

Background
A one paragraph explanation

The District's existing Board Policy 3350 -- Travel and Business Expenses was last updated in 2004. The amendments provide for the issuance of one District credit card to pay for District related expenses.

Discussion

The District has not had a District issued credit card since State Administration. Currently, there are some services that can only be procured with the use of a credit card. An example is the Metrofax account used by the Board Office. The changes in the policy provide all expenses charged to the District issued credit card must be authorized and approved by the Superintendent or Deputy Superintendent for Business. The policy clearly states that the District issued credit card may only be used for District expenses and that a violation of this policy may result in discipline, up to an including termination.

Recommendation Approval of Amendments to Policy 3350 -- Travel and Business Expenses

Fiscal Impact Funding resource name: N/A

Attachments Redline Amended Board Policy 3350 -- Travel and Business Expenses

OAKLAND UNIFIED SCHOOL DISTRICT

Board Policy

BP 3350

Business and Noninstructional Operations

Travel ~~Expenses~~ and Business Expenses

The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or Deputy Superintendent of Business Services may approve employee requests to attend meetings in accordance with the adopted budget.

(cf. 4131 - Staff Development)

(cf. 4131.5 - Professional Growth)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or Deputy Superintendent of Business Services shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses through the purchase order process (no cash advances).

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

The budget for aAll out-of-state travel for which reimbursement will be claimed shall have been approved by the Board approval in the annual budget. Travel expenses not previously budgeted ~~also~~ shall be approved on an individual basis by the Board.

The District has obtained one credit card, issued to the Deputy Superintendent for Business. All expenses charged to the District issued credit card must be authorized and approved by the Superintendent or Deputy Superintendent for Business. The District issued credit card may only be used for District expenses. Authorized employees may use district credit cards while attending to district business.—Under no circumstances may personal expenses be charged ~~on to the~~ district credit cards. A violation of this policy may result in discipline, up to an including termination.

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

| 7/14/04; 2/26/2014