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Enactment Number	20-0220
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Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Tara Gard, Deputy Chief, Talent
Joshua R. Daniels, General Counsel

Board Meeting Date February 12, 2020

Subject Revisions to Board Policy 3350 - Travel and Business Expenses

Action Approve revisions to Board Policy 3350 - Travel and Business Expenses

Background Board Policy 3350 - Travel and Business Expenses authorizes payment for travel and business expenses incurred by employees performing authorized services for the District. It was last amended in 2014.

Discussion The revisions to Board Policy 3350 - Travel and Business Expenses establish an allowance on either a mileage or monthly basis through the adopted Employee Handbook to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties. The revisions also include eliminating the authority to obtain and use a District credit card.

Fiscal Impact N/A

Attachment Proposed Revisions to Board Policy 3350 - Travel and Business Expenses (Redline)
Proposed Revisions to Board Policy 3350 - Travel and Business Expenses (Clean)

OAKLAND UNIFIED SCHOOL DISTRICT

Board Policy

BP 3350

Business and Noninstructional Operations

Travel 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 ~~designee 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~~ ~~designee~~ shall establish procedures for the submission and verification of expense claims. The Superintendent or designee 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 through the adopted Employee Handbook to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

The budget for all 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 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. Under no circumstances may personal expenses be charged to the district credit card.~~ 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; 2/26/2014A; 2/12/20

OAKLAND UNIFIED SCHOOL DISTRICT

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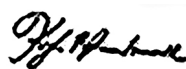
44802 Student teacher's travel expense

7/14/04; 2/26/2014A; 2/12/20



2/13/2020

Jody London
President, Board of Education



2/13/2020

Kyla Johnson Trammell
Secretary, Board of Education