

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES

SECTION: V. FINANCIAL AFFAIRS

Subsection: J. Travel and Moving Expenses

December 2008

1. Limitations

Reimbursable travel is restricted to institutional and agency business. Reimbursable travel, whether in-state or out-of-state, requires prior approval by the chief executive officer or his or her designee of the institution or agency.

2. Economic Travel

All travel must be accomplished in the most economic manner overall, taking into account travel time and expense and office or teaching responsibilities.

3. Certified Airline Travel

Nonscheduled airline travel by students, or by employees of an institution or agency, must be only by aircraft and airline certified by the Federal Aviation Administration.

4. Policy on Moving Expenses

a. Institutional or Agency Policies

Each institution and agency must establish a policy and procedures on reimbursement for or payment of moving expenses consistent with policies approved by the State Board of Examiners.

b. Approval of Expenses

Reimbursement for or payment of moving expenses requires approval by the chief executive officer before the move and must be consistent with the policy approved by the Board. Exceptions to the maximum reimbursement, as specified in Idaho Code 67-5337 and any rules for the reimbursement of moving expenses promulgated by the Idaho Division of Human Resources, must be approved in advance by the Executive Director.

c. Reports

Annual reports of all moving expense reimbursements must be reported on each October 1 to the Division of Financial Management and Legislative Services Office.