

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: GAEE-RA
Responsible Office: OFFICE OF FINANCE

EMPLOYEE TRAVEL

A. PURPOSE

To establish the criteria for business related employee travel and reimbursement of *bona fide* expenses.

B. ISSUE

The Board of Education of Anne Arundel County (Board) recognizes the need for employee travel from time to time in the performance of official duties and the development of appropriate regulations to properly manage and support related expenditures.

C. POSITION

It is the policy of the Board:

1. That all applicable Federal, State, and local laws are followed that pertain to employee travel reimbursement.
2. To reimburse employees for travel expenses when traveling on official Anne Arundel County Public Schools' business.
3. For the Superintendent and their staff to centrally manage the travel requirements to ensure the most effective and efficient use of public funds.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted 12/18/13; Revised 01/22/25

Note Previous Policy History: Replaces Policy 800.29, adopted 09/04/63 and revised 11/07/90; Rescinds Policy 801.17

Legal Reference: None