

1 **MOUNTAIN HOME SCHOOL DISTRICT NO. 193**

2 **MOUNTAIN HOME, IDAHO**

3
4 **PROCEDURES**

5 Section 900.2, Pages 1

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8 **EMPLOYEE TRAVEL GUIDELINES**

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10 All Mountain Home School District Employees will abide by the following guidelines:

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- 12 1. ALL out of District travel must be pre-approved by the District Office prior to the
13 event.
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 - 15 2. Pre-approved travel will be limited to in state only for the purpose of attending sports
16 or meeting events.
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 - 18 3. All out of State travel must be pre-approved by the Superintendent and/or designee.
19 Permission will be contingent on the benefit to the District and available funding
20 sources for the out of state travel.
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 - 22 4. MHSD Employees will adhere to the Travel and Reimbursement Procedure (800.2)
23 already established.
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26 **ADOPTED:** August 30, 2010