

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 6000 - Administration**

ADMINISTRATIVE PERSONNEL EXPENSESPOLICY 6012

All billing of Administrators' expenses for travel, lodging, and food for District-related activities must receive the Business Manager or the Superintendent's approval (refer to Policy #7046- Employee Travel).

Travel outside the State of Idaho must have prior approval of the Superintendent for expenses to be reimbursed to the Administrator. The School Board will be notified of travel outside the State of Idaho, given the details of funding and provided with information on how this travel will enhance the School District.

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POLICY / PROCEDURE REFERENCE:

7046 Employee Travel

LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: 08/09/82

REVISED: 08/14/01

REVISED: 04/09/02 (Implementation July 2002)