

*Policy Series 3000*  
**Board Policy 3010**

**Travel Policy**

Only District employees or other individuals specially approved by Administration may operate a District owned vehicle. Vehicle operators shall comply with all federal, state, and local laws and regulations for operating a vehicle.

District vehicles shall not be rented or loaned to any individual or organization without the approval of the President or designee.

Employees traveling on approved District business, including professional development activities, are entitled to reasonable and necessary costs of travel, as budgeted and made in accordance with the District employee travel procedure.

Adoption Date: 07-17-2019

Review Dates

Revision Dates