

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 23, 2026

NUMBER: 26-184

FR: Office of the Superintendent

SUBJECT: Approval of Proposed
Revisions to BP
4133/4233/4333 All
Personnel - Travel
Expenses; First Reading;
Waive 2nd Reading

STRATEGIC PLAN/BOARD GOAL:

Track 1: Operational Improvements
Initiative: Optimize Business Practices

ABSTRACT:

Board policy revisions require Board approval.

ISSUE:

At issue is to approve the first reading and waive the 2nd reading of the proposed revisions to BP 4133/4233/4333 All Personnel - Travel Expenses.

BACKGROUND AND/OR PERTINENT INFORMATION:

The Superintendent/designee presents drafts or suggestions for board policy revisions when the law changes or specific needs occur. Policy revisions shall normally be given two readings prior to adoption by the Board.

This is the first reading of the proposed revisions to BP 4133/4233/4333 All Personnel - Travel Expenses within the Personnel series.

This update provides clearer guidelines on employee use of travel expenses.

This update has been open for public comments. The Board Policy Committee reviewed the proposed changes and recommends approval.

ALTERNATIVES:

1. Approve the first reading and waive the 2nd reading of the proposed revisions to BP 4133/4233/4333 All Personnel - Travel Expenses as presented;
2. Do not approve the first reading of the proposed revisions to BP 4133/4233/4333 as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the first reading and waive the 2nd reading of the proposed revisions to BP 4133/4233/4333 All Personnel - Travel Expenses as presented.

BP 4133/4233/4333 ALL PERSONNEL - TRAVEL EXPENSES

Note: The following optional policy delegates duties related to employee travel and reimbursement to the Superintendent or designee and may be revised to reflect district practice.

The ~~School Board~~ Superintendent or designee shall pay for ~~actual and necessary approved~~ expenses, including travel, incurred by any employee performing authorized services for the ~~d~~District. ~~Approved~~ ~~E~~xpenses shall be reimbursed ~~within limits established by the Board according to District procedures. The employee shall be on work status when on District funded travel.~~ The Superintendent or designee may approve employee requests to attend meetings in accordance with the ~~adopted~~ District budget.

All out-of-district travel for employees must have Superintendent or designee approval. All out-of-district travel for the Superintendent must have Board approval. All unexpected out-of-district Superintendent travel may be approved by the Board President with notification to the full board. Travel expenses not previously budgeted must be approved on an individual basis by the Board.

~~The Superintendent or designee may authorize an advance of funds to cover necessary expenses.~~ The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

(cf. 3300 - Expenditures/Expending Authority)

Per Diem

Per diem shall be paid as determined by the Superintendent, ~~prior to travel~~, except as listed:

- a. ~~P~~er diem shall not be paid to any employee who does not attend workshops, sessions, classes, etc. for which leave is intended;
- b. ~~A~~ny District employee who does not attend a session, for which leave is intended, will not be allowed to attend future workshops for the District;
- c. ~~P~~er diem and travel shall not be paid to employees who attending District approved workshops or meetings, ~~who arrive at meetings in a state of intoxication while impaired by the use of drugs or alcohol~~. Employees in this case will be asked to leave immediately.

Adopted: June 09, 2004

Revised: November 15, 2019

Revised: January 22, 2025

Revised:

Northwest Arctic Borough School District