

## ARTICLE 23

### TRAVEL, CONFERENCES, AND REIMBURSEMENT

- A. Mileage will be paid for actual miles traveled during the workday between assigned work sites or between a work site and another location authorized by the supervisor.
- B. The mileage rate shall be adjusted to reflect the current I.R.S. rate.
- C. Appropriate mileage claims must be filed complying with County Office reporting requirements.
- D. A unit member authorized by a supervisor to use his/her personal vehicle to travel from home to attend a conference or to another non-work site for a specific job related purpose shall be reimbursed for the actual round trip mileage calculated from his/her home or from the County Office, whichever distance is less.
- E. To mitigate the hardship of assignment to a remote worksite, a unit member whose initial assigned worksite for the day is Pleasant Grove, East Nicolaus, Marcum-Illinois, Meridian, Winship-Robbins, or Browns School Districts shall be reimbursed for one-way mileage to the initial worksite calculated from the County Office (distances listed in Appendix B) or actual miles from his/her home, whichever distance is less. Mileage shall be submitted for reimbursement either monthly or quarterly.
- F. Reimbursement for all travel expenses will be pursuant to Superintendent Travel Policy.
- G. A unit member may be assigned a county vehicle for business use at the discretion of the Superintendent. If a county vehicle is not assigned, the travel reimbursement provisions shall apply.

## H. TRAININGS AND CONFERENCES

1. The in-service program components shall be based on the in-service needs of the unit members and the instructional program.
2. A unit member may be granted release days upon advanced approval of the Administration for the purpose of in-service training, which may include, but not be limited to, college or university course work, group experiences such as lectures, and professional meetings and individualized training programs and other approved activities. Unit members shall complete the required form (See Appendix E - Conference Request Form), and submit to the appropriate County Office administrator for pre-approval.
3. Reimbursement for conference travel will be made pursuant to Superintendent Travel Policy.
4. If a unit member's travel requires them to work over and above the normal hours of any work-day or travel on any weekend in order to attend an approved conference, workshop or seminar, such travel time shall be compensated at the unit member's hourly rate of pay. Required travel on a holiday shall be paid at time and one-half plus regular pay.