

# Lincoln County School District

Code: **DLC**  
Adopted: 12/10/91  
Revised/Readopted: 12/11/01, 7/9/02  
Orig. Code(s): 4184

## Travel

The Board recognizes that travel may be required:

1. To meet legal and statutory obligations;
2. To comply with the Board's goals and objectives;
3. To continue the professional development of its staff members;
4. To fulfill the responsibilities for duties performed on behalf of the district.

Travel outside the district shall be approved by the superintendent or his/her designee prior to travel. Out-of-state travel must be approved by the superintendent.

The Board adopts, at its first meeting in July, the Oregon state rate for lodging, meals and incidentals and the IRS mileage rate. The IRS rate will be in effect for the fiscal year (July through June).

The superintendent will develop procedures, rules and regulations to implement the intent of this policy.

END OF POLICY

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Legal Reference(s):

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-1660](#)

Internal Revenue Code, 26 U.S.C. Section 162; 26 CFR 1.162-1 (2001).

Internal Revenue Service *Travel, Entertainment, Gift and Car Expenses* (IRS Publication 463) (2000).

Cross Reference(s):

BHD - Reimbursement