

## **Snake River School District #52**

### **FINANCIAL MANAGEMENT**

**7430P2**

#### District Car Checkout

Administrators and staff members are encouraged to use the district's car for travel to conferences, meetings, or workshops. The vehicle will be used for out-of-district travel, with preference given to long trips. Employees will be authorized to use their own vehicle and receive the current rate (\$.56) reimbursement

When multiple employees must travel to an event, a vehicle should be scheduled and employees may travel together unless they elect to use a personal vehicle. Staff members must have approval from their building principal before scheduling a car.

To schedule the district vehicle employees should contact the Accounts Payable Clerk at the District Office. She will inform you of the car's availability and put your trip on the calendar. You will also schedule a pick-up time and return time for the car. Keys must be checked out at the District Office and a trip voucher signed prior to taking the car. The car will be parked in the bus compound at the District Office.

The car is intended for business use only and should receive the same care that would be given to a personal vehicle. If the car is to be returned the next day because of late evening travel, this should also be scheduled through the Accounts Payable Clerk.

#### Procedure History:

Promulgated on: 01/08/2018

Revised on:

Reviewed on: