

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**SUBJECT: Travel Expenses**

Personnel in the following positions may elect the regular monthly allowance of \$300 in lieu of recording and claiming mileage reimbursement provided this choice is made at the beginning of the assigned work year. Such decision shall be irrevocable during that work year.

Director of Administrative Services  
Director of Funding and Program Accountability  
Director of Curriculum and Assessment  
Director of Education Support Services  
Director of Elementary Education  
Director of Nutrition Services  
Director of Secondary Education  
Child Welfare and Attendance Coordinator