

**GAN Travel Expenses (See BBBF and GBRC)**

**GAN**

The Board shall provide reimbursement for expenses incurred in travel related to the duties of the Interlocal's employees when approved in advance by the director. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the Board.

Adopted: Interlocal #638 Board, Butler County, KS - 1/25/2016