

Article 10
TRAVEL AUTHORIZATION AND REIMBURSEMENT

- 10.0 The District agrees to reimburse unit members at the established District rate for personal car mileage when a unit member is assigned to more than one (1) school on a daily basis, according to the following provisions:
 - 10.0.1 Unit members will be paid mileage between work locations. If applicable, additional mileage, over and above the mileage from the unit member's home to the first location, will be paid when the unit member ends the workday at a different work location.
- 10.1 Travel time between work locations will be included in the unit member's regular workday.
 - 10.1.1 Teachers who are required to travel, as described in Paragraph 10.0, shall be entitled to a conference/preparation period and a lunch period.
- 10.2 Unit members assigned to home teaching will be reimbursed for mileage expenses that exceed the home teacher's regular travel to and from work.
- 10.3 The District may authorize unit member's attendance at conferences and workshops.
 - 10.3.1 District-authorized trips will be reimbursed to unit members based on actual and necessary expenses for registration, transportation, meals, lodging, taxi and/or parking.
 - 10.3.2 Unit members may request authorization to attend conferences or workshops at a reduced rate of reimbursement and/or cost to the District or at no cost to the District. If authorized by the District, reimbursement claims for such request, if applicable, shall not exceed the amount authorized.
- 10.4 Unit members who use their personal cars for field trips or other school business or activities, as authorized by the District, shall receive the benefits in Paragraph 10.3.1.