

Operational Services

District Travel

Air travel by District employees on District business shall be authorized at the lowest available coach rate. Airfare, registration fees and hotel/motel expense shall be presented to and approved by the Board of Education at least 14 days in advance of travel. The Superintendent may approve exceptions to this Policy, but shall notify the Board within 48 hours thereof and shall provide the rationale for granting each exception.

The Board encourages utilization of flights from the Rockford airport whenever destinations served out of Rockford make it practicable. When comparing the cost of airfare from the Rockford airport and more distant airports, the cost of travel to the more distant airports, including parking, shall be factored into the overall cost comparison.

The superintendent may promulgate regulations implementing this Policy.

CROSS REF.: 2.125, 5.60

Adopted: March 11, 1997

Revised: March 14, 2000
June 12, 2001
January 23, 2007