

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193**  
**MOUNTAIN HOME, IDAHO**

**PROCEDURE 846.50**

Section 800.2, Pages 1

**EMPLOYEE TRAVEL GUIDELINES**

All Mountain Home School District Employees will abide by the following guidelines:

1. ALL Out-of-District travel must be pre-approved by the District Office prior to the event.
2. Pre-approved travel will be limited to in state only for the purpose of attending sports or meeting events.
3. All out of State travel must be pre-approved by the Superintendent and/or designee. Permission will be contingent on the benefit to the District and available funding sources for the out of state travel.
4. MHSD Employees will adhere to the Travel Allowance and Reimbursement Procedure (800.2) already established.

**ADOPTED:** August 30, 2010

Reviewed: March 23, 2017

Revised: February 11, 2020