

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 4 Business and Fiscal Affairs
Title	BP 4210 Travel
Number	BP 4210
Status	In Development
Legal	Board of Directors IRS Travel Guidelines US General Accommodation Services Per Diem Rates 2 C.F.R. 200.474(b) (travel reimbursement requirements under the federal Uniform Grant Guidance) C.R.S. 24-18-104 (3)(d), (e) (code of ethics – rules of conduct – permissible payments and reimbursement)
Adopted	May 14, 2022
Last Reviewed	Monday, May 02, 2022

It is the Policy of the Board to promote safe travel to events and activities occurring outside of the Chavez/Huerta K-12 Preparatory Academy (CHPA) campus. This applies to students and staff of CHPA.

It is also the Policy of the Board to provide equitable reimbursement of reasonable and necessary out-of-pocket expenses incurred while traveling on official Chavez/Huerta K-12 Preparatory Academy (CHPA) business for staff.

The President/CEO will develop travel procedures for authorizing travel with in-state, out-of-state, and internationally as well as procedures intended to provide uniform guidelines and standards for the authorization and reimbursement of reasonable and necessary travel and related expenses incurred by employees and others while on official CHPA business.

Last Revised Saturday, May 14, 2022