



Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	Active
Adopted	November 18, 2013
Last Revised	July 18, 2016

Authority

The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the district, in accordance with Board policy.[\[1\]](#)

Delegation of Responsibility

The validity of payments for job related expenses for all district employees shall be in accordance with current GSA rates for meals and lodging.

The Superintendent or designee shall develop administrative regulations for reimbursement of travel expenses.

Guidelines

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the immediate supervisor.

Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Superintendent or designee or the Board for travel outside a 100-mile radius of the district or requires and/or requires an overnight stay. [\[1\]](#)

Attendance at approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

Pol. 000