

Central Greene School District

Section CLASSIFIED EMPLOYEESTitle JOB RELATED EXPENSESCENTRAL GREENE SCHOOL DISTRICTDate Adopted October 21, 1981

Guide		Reference
	<p data-bbox="672 585 1086 617">531. JOB RELATED EXPENSES</p> <p data-bbox="152 680 326 716">1. <u>Purpose</u></p> <p data-bbox="431 680 1308 873">Payment of the actual and necessary expenses, including traveling expenses of any classified employee of the district incurred in the course of performing services for the district, whether within or outside the district, shall be made in accordance with the following guidelines.</p> <p data-bbox="152 905 371 940">2. <u>Guidelines</u></p> <p data-bbox="431 905 1289 999">The validity of payments for job related expenses shall be determined by the Board Secretary/Director of Business Affairs.</p> <p data-bbox="431 1031 1321 1094">The use of a personal vehicle shall be considered a legitimate job expense if</p> <ul data-bbox="461 1125 1289 1314" style="list-style-type: none"> - travel is among schools to which the employee is assigned, but not between home and school; or - travel is authorized in advance by the principal or the Superintendent or the Director of Business Affairs. <p data-bbox="431 1346 1300 1440">Use of a personal vehicle for approved school purposes is reimbursable to the employee at the state approved rate.</p> <p data-bbox="431 1472 1333 1566">Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employee if</p> <ul data-bbox="461 1598 1268 1892" style="list-style-type: none"> - such events are a part of the programs of the district; - such events have programs which will benefit the employee in the performance of assigned district duties; and - approval has been obtained in advance from the Board and/or the Superintendent. <p data-bbox="431 1923 1284 2018">Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.</p>	<p data-bbox="1565 638 1598 2039">1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44</p>

3. Delegation
of Respon-
sibility

Expenses for attendance at approved events will be reimbursable to the employee in full.

The Secretary/Director of Business Affairs shall prepare regulations for the reimbursement of travel expense which shall include:

- Each request shall detail the reasons for the expenditure.
- Travel shall be by the most direct and economical route.
- In all instances of travel reimbursement, full itemization of expenditures shall be required.
- Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.

School Code

§ 517