

Central Greene School District

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

Guide		Reference
	<p data-bbox="581 625 998 657">431. JOB RELATED EXPENSES</p> <p data-bbox="155 737 331 768">1. <u>Purpose</u></p> <p data-bbox="436 737 1300 898">Payment of the actual and necessary expenses, including traveling expenses which any employe of the district incurs in the course of performing services for the district, will be made in accordance with this policy.</p> <p data-bbox="155 930 375 1024">2. <u>Delegation of Responsibility</u></p> <p data-bbox="436 930 1295 993">The validity of payments for job related expenses shall be determined by the Superintendent.</p> <p data-bbox="436 1024 1295 1087">The use of a personal vehicle shall be considered a legitimate job expense if</p> <ul data-bbox="467 1119 1263 1409" style="list-style-type: none"> - travel is among schools to which the employe is assigned but not between home and school - travel is authorized in advance by the Principal - use of a personal car for special or emergency purposes is a recognized part of the employe's job responsibilities. <p data-bbox="436 1440 1273 1566">Use of a personal vehicle for approved school purposes is reimbursable to the employe at the state approved rate per mile. Such use shall require maintenance by the employe of liability insurance.</p> <p data-bbox="436 1598 1338 1759">Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employe if such events are a part of the districts programs, and approval has been obtained in advance from the Superintendent.</p> <p data-bbox="436 1791 1320 1885">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="436 1917 1333 1980">The Superintendent shall prepare regulations for the reimbursement of travel expenses which shall include:</p>	<p data-bbox="1568 642 1588 2043">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>

- Each reimbursement request shall set forth expenditures and shall itemize expenses.
- Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- Travel shall be by the most direct and economical route.
- For official travel by other than automobile, the district shall arrange for the purchase of transportation tickets in advance.
- Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.
- Professional employees attending functions outside of the District which are a working day in length and are approved by the Superintendent shall be reimbursed for reasonable luncheon expenses.

School Code

§ 517