



Title: **Job Related Expenses**

Code: 331

Book: Policy Manual

Section: 300 Employees

Purpose

Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district, whether within or outside the district, shall be reimbursed in accordance with this policy.

Guidelines

The validity of payments for job related expenses shall be determined by the Superintendent.

The use of a personal vehicle shall be considered a legitimate job expense if:

- travel is among schools to which the employee is assigned, but not between home and school;
- travel is authorized in advance by the Superintendent; or
- use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.

Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator if such events are a part of district programs or have prior written approval. Attendance at district approved

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

The Superintendent shall prepare procedures for the reimbursement of travel expenses which shall include:

- Each request shall reasonably detail the reason for the expenditure.
- Under normal conditions, administrators 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.
- In all instances of travel and job related expense 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.
- Administrators attending meetings, conferences, and workshops which are a working day in length and are approved by the Superintendent shall be reimbursed for reasonable luncheon expenses if receipts are submitted.

Adopted: **October 21, 1981**

Last Revised: **February 16, 1993**
