

Book	Policy Manual
Section	(P) PERSONNEL
Title	Policy P108 - Job Related Expenses
Code	P108
Status	Active
Adopted	March 13, 2013
Last Revised	March 13, 2013
Last Reviewed	March 13, 2013

Policy Number: P108
Title: Job Related Expenses
Section: Personnel – All Employees – General

I. Purpose

Payment of the actual and necessary expenses, including travel expenses which any employee of the school incurs in the course of performing services for the school, will be made in accordance with this policy.

II. Delegation of Responsibility

The validity of payments for job related expenses shall be determined by the Director and Business Manager.
Use of a personal car for special or emergency purposes is a recognized part of the employee’s job responsibilities.
Actual necessary and reasonable expenses incident to attendance at functions outside the school shall be reimbursable to the employee if considered part of the employee’s responsibilities.
The Director shall prepare school regulations and guidelines for the reimbursement of travel expenses.

Adopted: 3/13/13

See also:
Policy P108 - Job Related Expenses