Series 4000: District Employment

4100 Employee Rights and Responsibilities

4110 Reimbursement

The District may reimburse an employee for actual, necessary, and reasonable expenses incurred in the performance of official or appropriately authorized duties. As a condition to reimbursement, the District may require pre-approval of an expense.

Subject to prior written approval of the Superintendent or designee, an employee may attend workshops, conferences, trainings, programs, official functions, hearings, and meetings that assist in work performance and are in the District's best interests.

Reimbursement may include expenses for registration, tuition, fees, charges, travel expenses, meals (except alcohol), lodging, or other related expenses as the Superintendent or designee deems appropriate and as permitted by law.

An employee may be reimbursed for expenses that include at least one overnight stay if the employee submits and obtains approval from the Superintendent or designee. For Board members see Policy 2305. The Superintendent may be reimbursed for expenses that include at least one overnight stay if the Superintendent submits and obtains approval from the Board. To support the employee's or Superintendent's request, a pre-travel authorization form detailing estimated expenses and a post-travel form detailing and verifying actual expenses must be submitted to the Board or designee.

This Policy will not be construed in a manner that restricts reimbursement provisions in any applicable collective bargaining agreement, individual employment contract, or employee handbook.

Legal authority: MCL 380.11a(3), 380.621a, 380.1254(1), 380.1804

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