

1 531. JOB RELATED EXPENSES

2 **1. Purpose**

3 Payment of the actual and necessary expenses, including traveling expenses, of any classified employee of
4 the district incurred in the course of performing services for the district, whether within or outside the
5 district, shall be made in accordance with the following guidelines.

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7 **2. Guidelines**

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

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

11 travel is among schools to which the employee is assigned but not between home and school

12 travel is authorized in advance by the immediate supervisor

13 such use for special emergency purposes is a recognized part of the employee's job
14 responsibilities.

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16 Use of a personal vehicle for approved school purposes is reimbursable to the employee at the rate
17 of 22¢ per mile. Such use shall require the employee to verify liability coverage in the amount
18 of \$100,000/ \$300,000.

19 Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable
20 to the employee if approval has been obtained in advance from the Superintendent.

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23 **3. Delegation of Responsibility**

24 The Superintendent shall prepare regulations for the reimbursement of travel expense which shall include:

25 Each request shall detail the reasons for the expenditure.

26 Under normal conditions, employees traveling on official business shall provide themselves with
27 sufficient funds of their own for ordinary expenses.

28 Travel shall be by the most direct and economical route.

29 In all instances of travel reimbursement, full itemization of expenditures shall be required.

30 Those on travel shall exercise the same care in incurring expenses that they would in traveling on
31 personal business.

32 *School Code: §517*