

1 331. JOB RELATED EXPENSES

2 **1. Purpose**

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

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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 Superintendent

13 use of a personal car for special or 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 at the rate of 22¢ per mile. Such
17 use requires that liability insurance in the amount of \$100,00/\$300,000 shall be provided.

18
19 Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable
20 to an administrator if approval has been obtained in advance from the Superintendent.

21
22 The Superintendent shall prepare procedures for the reimbursement of travel expenses which shall include:

23 Each request shall reasonably detail the reasons for the expenditure.

24 Under normal conditions, administrators traveling on official business shall provide themselves
25 with sufficient funds of their own for ordinary expenses.

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

27 For official travel by other than automobile, the district shall arrange for the purchase of
28 transportation tickets in advance.

29 In all instances of travel and job related expense reimbursement, full itemization of expenditures
30 shall be required.

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

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34 *School Code: §517*