

Book	Policy Manual
Section	3000 Professional Staff
Title	JOB-RELATED EXPENSES
Code	po3440
Status	Active
Legal	M.C.L.A. 380.1217, 380.1254
Adopted	February 21, 1991
Last Revised	November 1, 1995

3440 - **JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

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

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed \$50.00 upon written approval of the expenses by the Superintendent.

Book	Policy Manual
Section	6000 Finances
Title	TRAVEL PAYMENT & REIMBURSEMENT
Code	po6550
Status	Active
Adopted	June 20, 2013

6550 - **TRAVEL PAYMENT & REIMBURSEMENT**

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. Adopted 6/20/13

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