



Book Policy Manual
Section 1000 Administration
Title REIMBURSEMENT OF JOB-RELATED EXPENSES
Code po1440
Status Active
Legal M.C.L.A. 380.1254, 380.621, 380.621a, 380.622
Adopted November 7, 2005

1440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The Board of Education shall pay the expenses of administrative staff members when they attend administrative meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 1440A F1). No individual may approve his/her own travel or travel expenses.

The Board shall provide for the payment of the actual and necessary expenses, including traveling expenses, of any administrative 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.

Any reimbursement for other job-related expenses shall be approved by the Superintendent.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed \$25.00 upon written and signed employee verification that the expenses were actually incurred on behalf of the District and written approval of the expenses by the Board or its designee.

Book Policy Manual
Section 3000 Professional Staff
Title REIMBURSEMENT OF JOB-RELATED EXPENSES
Code po3440
Status Active
Adopted March 1, 1992
Last Revised November 7, 2005

3440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The Board of Education shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 3440A F1). No individual may approve his/her own travel or travel expenses.

The Board shall 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.

Any reimbursement for other job-related expenses shall be approved by the immediate supervisor.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed twenty-five dollars (\$25.00) upon written and signed employee verification that the expenses were actually incurred on behalf of the District and written approval of the expenses by the Board or its designee.

Revised 9/1/04
Revised 12/6/04

Book Policy Manual
Section 4000 Support Staff
Title REIMBURSEMENT OF JOB-RELATED EXPENSES
Code po4440
Status Active
Adopted March 1, 1992
Last Revised November 7, 2005

4440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The Board of Education shall pay the expenses of support staff members when they attend staff development meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight () or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 4440A F1). No individual may approve his/her own travel or travel expenses.

The Board shall provide for the payment of the actual and necessary expenses, including traveling expenses, of any support 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.

Any reimbursement for other job-related expenses shall be approved by the immediate supervisor.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed twenty-five dollars (\$25.00) upon written and signed employee verification that the expenses were actually incurred on behalf of the District and written approval of the expenses by the Board or its designee.

Revised 9/1/04
Revised 12/6/04