



# Center Area School District

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: FEBRUARY 17, 2005

REVISED:

331. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.
2. Guidelines	<p>Administrators shall be permitted to attend state and national educational conferences conducive to the best interests of the school district on a scheduled basis approved by the Superintendent and the Board in accordance with money budgeted for that purpose.</p> <p>Persons attending such meetings shall be reimbursed for authorized expenses according to the following guidelines:</p> <ol style="list-style-type: none"> <li>1. Reasonable expenses for lodging and meals.</li> <li>2. Travel expenses.</li> <li>3. The mileage cost for use of personal automobiles shall be IRS approved rate per mile. Mileage costs shall not exceed established air coach fare.</li> <li>4. Miscellaneous expenses necessarily incurred such as membership and registration fees, tips, parking, and taxi services, are allowable.</li> </ol> <p>Advance payments may be made by the proper officers of the district upon presentation of estimated expenses to be incurred, to be followed by a final itemized verified statement of such expenses actually incurred upon return from such conventions, and a refund be made to the district of such funds remaining or an additional payment be made to meet the verified expenses actually incurred.</p>