



***Center Area
School District***

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: MARCH 16, 2006

REVISED:

531. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any classified employee of the district incurred in the course of performing services for the district, whether within or outside the district, shall be made in accordance with the following guidelines.
2. Guidelines	<p>The validity of payments for job related expenses shall be determined by the Superintendent.</p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned, but not between home and school, and travel is authorized in advance by the immediate supervisor.</p> <p>Use of a personal vehicle for approved school purposes is reimbursable to the employee at the rate periodically set by the Internal Revenue Service.</p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employee if approval has been obtained in advance from the Superintendent.</p>
3. Delegation of Responsibility	<p>The Superintendent shall prepare regulations for the reimbursement of travel expense which shall include:</p> <ol style="list-style-type: none"> 1. Each request shall detail the reasons for the expenditure. 2. Travel shall be by the most direct and economical route. 3. In all instances of reimbursement, full itemization of expenditures shall be required. 4. Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.