

JOB-RELATED EXPENSES/REIMBURSEMENT

Reimbursement of Job-Related Expenses

In accordance with M.C.L.A. 380.621a, the Board of Education designates the Superintendent or the Director of Finance as its official designee for pre and post approval of overnight travel for professional staff. It is the policy of the Board that all travel by a professional staff member that involves at least one (1) overnight stay must have approval both before and after the travel occurs. The Superintendent is also named as the designee in approval of the Director of Finance's overnight travel. The Board President or the Vice-President is also named as the designee in approval of the Superintendent's overnight travel.

The professional employee will submit for approval, a pre-travel estimate of costs and a post-travel reimbursement form that details and verifies actual expenses.

The Board may provide for the payment of actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of the 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 administration.

Job-Related Expenses

Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- A. Travel outside the State is to be authorized by the Board of Education.
- B. All such requests must be submitted to the Board prior to the date a decision is needed. Forms are available in each school office.
- C. Travel within or outside the District, but within the State, is to be authorized by the Superintendent or Director of Special Education.
- D. Travel to conventions or conferences away from the District, but within the State, which involve overnight stay will be authorized by the Superintendent or Director. (See "Conference/Travel Request Form" attached.)

Reimbursement

- A. Reimbursement for travel, rooms, meals, and other meeting expenses shall be made, within budgetary constraints, at the current rates approved by the Board and on the basis of itemized expense accounts and submitted on the "Reimbursement for Attending Conferences" form attached.
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. (If staff members

attend meetings as a group, the allowance will be made accordingly.) Taxi fare from home and conference destination to terminal and return is allowable with receipt.

- C. Lodging and meals will be reimbursed at a reasonable per diem rate.

All claims must be supported by original receipted bills.

Use of Private Car for School Business

The District has established the following means for providing reimbursement for the use of privately-owned vehicles used in the performance of assigned duties.

- A. All professional staff will be assigned to a school or office which becomes the home station. It will be the responsibility of each individual to provide his/her own transportation from his/her residence to his/her assigned station and to any other assigned spot to attend meetings for administrative or training purposes.
- B. When an individual's duties require his/her presence at other stations or places within or out of the District, reimbursement for travel may be requested. Such requests will be approved when the travel is scheduled or authorized by the Superintendent.
- C. Regularly scheduled travel will be authorized when requisitioned in compliance with a printed schedule; e.g.: special professional staff members are required to go from school to school on a regular schedule.
- D. Sporadic or emergency travel will be authorized when made in connection with an assignment.
- E. All personnel who are assigned duties at more than one (1) school will be listed by their immediate supervisor. This will not include the drivers to whom school vehicles are assigned.
- F. Payments for authorized travel will be made provided itemized daily records are submitted on the proper forms. Persons who travel are advised to keep a daily log of their required business trips.

Reimbursement for Purchase of Supplies

Expenses which are incurred by professional staff members as a result of purchasing supplies for the district will be reimbursed for the cost of the supplies. Sales taxes will not be reimbursed if charged at the time of purchase.

