## SOUTHEASTERN GREENE SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES TITLE: JOB RELATED EXPENSES ADOPTED: REVISED:

	531. JOB RELATED EXPENSES
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, <b>that</b> any district employee incurs in the course of performing services for the district shall be made in accordance with <b>Board policy</b> .
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent.
3. Guidelines	The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, <b>and</b> is authorized in advance by the supervisory or administrative personnel.
	Use of a personal vehicle for approved purposes is reimbursable to the employee at the <b>current IRS</b> rate <b>per mile approved by the Board.</b>
	Use of a personal vehicle requires the employee to maintain liability insurance coverage.
	Attendance At Programs
SC 517	Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if approval has been obtained in advance from the Superintendent and Board.
	Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.
	The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:
	1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
	2. Travel shall be by the most direct and economical route.

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	<ul> <li>3. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached.</li> <li>For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.</li> <li>Advances against anticipated travel expenses shall be approved by the Superintendent.</li> </ul>
School Code 517	
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