

JOB-RELATED EXPENSES

The Board of Education ~~will~~may provide for the payment of the actual and necessary expenses, including traveling expenses, of any classified 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.

The validity of payments for job-related expenses shall be determined by the Treasurer. Pre-approval for estimated travel expenses by the Superintendent is required.

The Board may pay the expenses of classified staff members when they attend meetings with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Classified staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Accrual of personal frequent-flyer miles, hotel "bonus points", credit card "rewards", or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited.

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

Adopted 4/18/06

Revised (DATE)