

4440 JOB EXPENSES

The Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any noninstructional employee of the district incurred in the course of performing services for the district, whether within or outside the district, provided approval has been obtained in advance from the Superintendent. The validity of payments for job related expenses shall be determined by the Superintendent.

The use of a personal vehicle shall be considered a legitimate job expense if travel is authorized in advance by the Superintendent. Use of a personal vehicle for approved school purposes is reimbursable to the employee at the rate approved by the Board.

All mileage bills incurred by maintenance staff members shall be submitted monthly.

Adopted: 9 February 2004

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