

COLONIAL SCHOOL DISTRICT

SECTION: Professional Employees

TITLE: Job Related Expenses

ADOPTED:

REVISED: 6/16/16

431. Job Related Expenses	
1. Authority	Payment of the actual and necessary expenses, including travel expenses, that any district employee incurs in the course of performing services for the district will be made in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the superintendent.
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employees assigned schools, but not between home and school, and is authorized in advance by the superintendent or his/her designee.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at <u>the current I.R.S. rate per mile.</u></p> <p>Use of a personal vehicle requires maintenance of liability insurance by the employee.</p> <p><u>Attendance At Programs</u></p> <p>Requests may be made by filing the appropriate form with the principal in advance of the scheduled event.</p> <p>Actual and necessary expenses incident to attendance of functions outside the district shall be reimbursed to the employee if approval has been obtained in advance from the superintendent or his/her designee.</p> <p>Upon approval, the employee will receive two (2) copies of the application. Upon return from a conference, the applicant must complete the lower portion of the form by listing actual expenses. A written conference report and receipts for registration fees, lodging receipts, air travel, meals, tolls, ticket stubs, etc. must be attached to the completed copy and forwarded to the Business Office, through the immediate supervisor, in order that reimbursement can be made. Reimbursement checks will be</p>
SC 517	

<p>School Code 517</p>	<p>paid as follows; All fully approved requests for reimbursement received by the Business Office by the end of the first week of each month, will be approved for payment at that the School Board meeting during the same month that the request is received. All fully approved requests for reimbursement received after the first week of the month will be approved for payment at the following months School Board meeting. Checks will be processed within five (5) days of School Board approval.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance</p>
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