

BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES
 TITLE: JOB RELATED EXPENSES
 ADOPTED: March 14, 2006
 REVISED:

531. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, that any district employee incurs in the course of performing services for the district shall be made in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the immediate supervisor.
3. Guidelines	<p>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, and is authorized in advance by the immediate supervisor.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the rate per mile approved by the Board.</p> <p><u>Attendance At Programs</u></p>
SC 517	<p>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 or Board.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"> 1. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required. 2. Expenses must be submitted on the proper reimbursement form signed by the employee's supervisor.

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3. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
4. Travel shall be by the most direct and economical route.
5. For official travel by other than automobile, the district may arrange the advance purchase of transportation tickets.