331. JOB RELATED EXPENSES

1. Purpose

Payment of the actual and necessary expenses (excluding alcoholic beverages) including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.

2. Guidelines

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 among schools to which the employee is assigned, but not between home and school, and travel is authorized in advance by the Superintendent.

The use of a personal car for special or emergency purposes is a recognized part of the employee’s job responsibilities.

Use of a personal vehicle for approved school purposes is reimbursable at the rate approved by the Board and set by the IRS.

Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator if approval has been obtained in advance from the Superintendent.

Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.

The Superintendent shall report all reimbursed travel outside the district by administrators at the next meeting of the Board.

The Superintendent shall prepare procedures for the reimbursement of travel expenses which shall include:

** each request shall reasonably detail the reason for the expenditure;
under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses; advances against anticipated travel expenses shall be approved by the Superintendent; and travel shall be by the most direct and economical route;

For official travel by other than automobile, the district shall arrange for the purchase of transportation tickets in advance.

In all instances of travel and job related expense reimbursement, full itemization of expenditures shall be required.

Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.

School Code 517