

SENECA VALLEY SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED:

REVISED:

331. JOB RELATED EXPENSES	
1. Authority	<p>Payment of the actual and necessary expenses, including traveling expenses, of any district administrator that are incurred in the course of performing services for the district, whether within or outside the district, shall be reimbursed in accordance with Board policy.</p>
2. Delegation of Responsibility	<p>The validity of payments for job related expenses shall be determined by the Superintendent.</p>
3. Guidelines	<p>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 responsible supervisor.</p> <p>Monthly mileage reports must be filed to support reimbursement requests.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the Board.</p> <p><u>Attendance at Programs</u></p> <p>The Superintendent shall be eligible to represent the district at educational conferences and conventions upon request and approval by the Board. Expenses incurred in such attendance shall be paid from district funds.</p> <p>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.</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>Upon return, an itemized statement of expenses must be filed on proper forms.</p>