

SENECA VALLEY SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED:

REVISED:

431. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including travel expenses, which 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 schools to which the employee is assigned but not between home and school and travel is authorized in advance.</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>Any expenses incurred by employees in the performance of their duties shall be reimbursed on a monthly basis upon presentation of an approved itemized expense requisition accompanied by available supporting receipts of such expenditures.</p> <p><u>Attendance at Programs/Conferences</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employee if approval has been obtained in advance.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p>