

SENECA VALLEY SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED:

REVISED:

531. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, which 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	<p>The validity of payments for job related expenses shall be determined by the Superintendent or designee.</p> <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><u>Attendance at Programs</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 from the Superintendent and/or Board.</p>