

SECTION: ADMINISTRATIVE
EMPLOYEES

LINE MOUNTAIN SCHOOL DISTRICT

TITLE: JOB RELATED EXPENSES

ADOPTED: September 26, 1979

REVISED: April 9, 2013

	<p style="text-align: center;">331. JOB RELATED EXPENSES</p> <p>1. Purpose Payment of the actual and necessary expenses, 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.</p> <p>2. Guidelines The validity of payments for job related expenses shall be determined by the Superintendent.</p> <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 Superintendent or designee.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the current Internal Revenue Service rate per mile.</p> <p>Use of a personal vehicle for approved school purposes requires that the employee carries Personal Auto Liability limits not less than \$250,000 per person/\$500,000 per accident for bodily injury and \$250,000 per accident for property damage. A current copy of the declaration page of the Personal Auto Insurance policy or a Certificate of Insurance from the employee's insurance agent must be submitted to the District Office for approval/review before the occurrence. A Personal Umbrella Policy is strongly recommended for any employee operating a personal vehicle for school purposes.</p> <p>Use of a motorcycle for school business is strictly prohibited.</p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator if:</p> <ul style="list-style-type: none"> - such events are a part of district programs or have prior written approval - approval has been obtained in advance from the Superintendent <p>Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.</p>
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The Superintendent shall report all reimbursed travel outside the district by administrators at the next meeting of the Board.

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

- Each request shall reasonably detail the reasons 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.
- Travel shall be by the most direct and economical route.
- 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. Expenses shall be limited to the Board approved annual rate per day for room and incidentals.

School Code Sec. 517