

# LINE MOUNTAIN SCHOOL DISTRICT

SECTION: PROFESSIONAL  
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: September 26, 1979

REVISED: April 9, 2013

431. JOB RELATED EXPENSES	
1. Purpose	<p>Payment of the actual and necessary expenses, including traveling expenses, which any employee of the district incurs in the course of performing services for the district, whether within or outside the district, will be made in accordance with this policy.</p>
2. Guidelines	<p>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 the employee if:</p> <ul style="list-style-type: none"> <li>- such events are a part of district programs</li> <li>- approval has been obtained in advance from the Superintendent</li> </ul> <p>Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.</p>

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

- Each reimbursement request shall set forth expenditures and shall itemize expenses.
- Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- Travel shall be by the most direct and economical route.
- 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 for room, meals and incidentals.

School Code Sec. 517