

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: September 26, 1979

REVISED: April 9, 2013

LINE MOUNTAIN SCHOOL DISTRICT

531. JOB RELATED EXPENSES	
1. Purpose	<p>Payment of the actual and necessary expenses, including traveling expenses, of any classified employee 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>
2. Guidelines	<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 reimbursed to a classified employee 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 Board of School Directors.
3. Delegation of Responsibility	<p>The validity of payments for job related expenses shall be determined by the Business Administrator.</p> <p>The Business Administrator shall prepare procedures for the reimbursement of travel expenses which shall include:</p>

531. JOB RELATED EXPENSES - Pg. 2

- Each request shall reasonably detail the reasons for the expenditure.
- Travel shall be by the most direct and economical route.
- Full itemization of expenditures shall be required.
- Care in incurring expense shall be used by the employee.
- Expenses for meals and board shall be limited.
- Employees traveling shall ordinarily provide themselves with sufficient funds for their expenses.
- Advances for unusual expenses may be approved by the Business Administrator.

School Code Sec. 517