



Book Policy Manual
 Section READY FOR 1-14-2025
 Title Copy of JOB-RELATED EXPENSES
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3440 - **JOB-RELATED EXPENSES**

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board.

The validity of payments for job-related expenses shall be determined by the Direct Supervisor and the District Administrator.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates in accordance with the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

[X] Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District’s travel policy and any existing administrative guidelines.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the any existing administrative guidelines of the District Administrator.

All travel shall comply with the travel procedures and rates established in the any existing administrative guidelines.

T.C. 11/8/22

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Legal 2 C.F.R. 200.464
 2 C.F.R. 200.474

Cross References 2 C.F.R. 200.475

Last Modified by Coleen Frisch on January 2, 2025