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| Book    | Policy Manual                         |
| Section | 1000 Administration                   |
| Title   | REIMBURSEMENT OF JOB-RELATED EXPENSES |
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| Status  | Active                                |
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**1440 - REIMBURSEMENT OF JOB-RELATED EXPENSES**

The Board of Education may pay the expenses of administrative staff members when they attend administrative meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 1440A F1). No individual may approve his/her own travel or travel expenses.

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any administrative staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

Any reimbursement for other job-related expenses shall be approved by the Superintendent or his/her designee.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed upon written and signed employee verification that the expenses were actually incurred on behalf of the District and written approval of the expenses by the Board or its designee.

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