



Book	Policy Manual
Section	3000 Professional Staff
Title	REIMBURSEMENT OF JOB-RELATED EXPENSES
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3440 - **REIMBURSEMENT OF JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional 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.

Prior Board approval is required for all travel by a Board member or a staff member which is out of state and which includes an overnight stay. The Board member or the staff member must submit a pre-travel authorization form detailing the estimated expenses for Board approval. The Board member or the staff member must submit a post-travel authorization form detailing and verifying actual expenses for approval by the Board or its designee.

Prior Board or Board designee approval is required for travel by a Board member or a staff member which is in state and which includes an overnight stay. The Board member or staff member must submit a pre-travel authorization form detailing the estimated expenses for Board or Board designee approval. The Board member or the staff member must submit a post-travel authorization form detailing and verifying actual expenses for approval by the Board or its designee.

Department Head approval is required for in-state and out-of-state travel that does not include an overnight stay and the Department Head shall approve related travel and conference expenses per the administrative guidelines.

The Board may 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 administrative guidelines of the Superintendent.

No individual may approve his/her own travel or travel expenses.

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

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