

3440A - JOB-RELATED EXPENSES

Expenses which are incurred by professional or support staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines.

Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- A. Travel outside the District is to be authorized by the appropriate administrator/Assistant Superintendent.
- B. Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the appropriate administrator for approval by the Assistant Superintendent. All such requests must be received in the Central Office at least ten (10) days prior to the date a decision is needed. Forms are available in each school office.

Procedure

In all instances of travel reimbursement, full itemization of expenditures is required.

Reimbursement

Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 3243 F2 provided for that purpose.