

NEWPORT SCHOOL DISTRICT

TITLE: JOB RELATED EXPENSES

ADOPTED: July 22, 2002

REVISED:

<p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>SC 517</p>	<p style="text-align: center;">531. JOB RELATED EXPENSES</p> <p>Payment of the actual and necessary expenses, including traveling expenses, that any district employee incurs in the course of performing services for the district shall be made in accordance with Board policy.</p> <p>The validity of payments for job related expenses shall be determined by the Superintendent and the employee's supervisor.</p> <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 rate per mile approved by the Board.</p> <p>Use of a personal vehicle requires the employee to maintain liability insurance coverage.</p> <p>Whenever the employee's vehicle is used for district travel and is damaged as a result of collision or accident, the district shall pay only those costs not reimbursed by the employee's insurance carrier.</p> <p><u>Attendance at Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if such events are a part of district programs or have prior written approval.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p>
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<p>School Code 517</p>	<p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none">1. Travel shall be by the most direct and economical route.2. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached.
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