

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 331
SECTION: EMPLOYEES
TITLE: **JOB RELATED EXPENSES**
DATE ADOPTED: NOVEMBER 2008
DATE LAST REVISED:

JOB RELATED EXPENSES

AUTHORITY

Payment of the actual and necessary expenses, including travel expenses, which any school employee incurs in the course of performing services for the school, will be made in accordance with Board policy.

DELEGATION OF RESPONSIBILITY

The validity of payments for job related expenses shall be determined by the CEO for Services after approval by the administration.

GUIDELINES

Approval must be obtained in advance from the CEO for out of district travel.

1. Use of a personal vehicle for approved school purposes is reimbursable to the employee at the contracted rate.
2. Attendance at district approved school events outside of the district shall be without loss of regular pay.
3. Each reimbursement request shall set forth expenditures and shall contain itemized expenses.

Attendance at Programs

Actual and necessary expenses incident to attendance at functions outside the school shall be reimbursable to the employee if approval has been obtained in advance from the appropriate administrator.

Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

The CEO shall prepare regulations for the reimbursement of travel expenses which shall include:

1. Each request shall set forth expenditures and shall itemize expenses, with receipts attached.
2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses. Receipts for all

expenses must accompany requests for final reimbursement form. A refund to the Board Secretary/Business Manager will be made.

3. Travel shall be by the most direct and economical route.

A limitation of contracted agreed upon amounts for room and board expenses will be adhered to. Travel by automobile is established by the current contract. Registration fees for conferences and workshops shall be paid for by SVRCS and are not counted within the daily limit rate of reimbursement.