

COUNCIL ROCK SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES
TITLE: JOB RELATED EXPENSES
ADOPTED: November 5, 1998
REVISED:

531. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any support employee incurred in the course of performing services for the district, whether within or outside the district, shall be made in accordance with this policy.
2. Authority	Use of a personal vehicle for approved district purposes is reimbursable to the employee at the rate per mile approved by the Board.
3. Delegation of Responsibility	<p>The validity of payments for job related expenses shall be determined by the building principal.</p> <p>It shall be the responsibility of the employee to obtain the appropriate insurance coverage for business use of private vehicle.</p>
4. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if:</p> <ol style="list-style-type: none">1. Travel is among schools to which the employee is assigned but not between home and school.2. Travel is authorized in advance by the appropriate administrator.3. Such use for special or emergency purposes is a recognized part of the employee's job responsibilities. <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employee if approval has been obtained in advance from the appropriate administrator and/or the Board.</p>