

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: October 16, 1997

REVISED:

# COUNCIL ROCK SCHOOL DISTRICT

	<p>331. JOB RELATED EXPENSES</p>
1. Purpose	<p>Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.</p>
2. Authority	<p>Use of a personal vehicle for approved district purposes is reimbursable to the employee at the rate per mile approved by the Board.</p>
3. Delegation of Responsibility	<p>The validity of payments for job related expenses shall be determined by the Superintendent. It shall be the responsibility of the employee to obtain the appropriate insurance coverage for business use of appropriate 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"> <li>1. Travel is among schools to which the employee is assigned but not between home and school.</li> <li>2. Travel is authorized in advance by the Superintendent.</li> <li>3. Use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.</li> </ol>
331-R	<p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator if approval has been obtained in advance from the Superintendent and/or the Board.</p> <p>In all instances of travel and job related expense reimbursement, full itemization of expenditures shall be required.</p>
School Code 517	