

COUNCIL ROCK SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: August 28, 1997

REVISED:

431. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses, including travel expenses, which any employee incurs in the course of performing services for the district will 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	The validity of payments for job related expenses shall be determined by the building principal. It shall be the responsibility of the employee to obtain the appropriate insurance coverage for business use of a private vehicle.
4. Guidelines	The use of a personal vehicle shall be considered a legitimate job expense if: <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. Use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.
431-R	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.