

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: MARCH 18, 1996

REVISED: March 16, 2010

Lebanon School District

	531. JOB RELATED EXPENSES	1
1. Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any classified employe of the district incurred in the course of performing services for the district, whether within or outside the district, shall be made in accordance with the following guidelines.	2 3 4 5 6 7 8 9
2. Guidelines	<p>The validity of payments for job related expenses shall be determined by the Superintendent.</p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employe is assigned, but not between home and school, and travel is authorized in advance by the immediate supervisor.</p> <p>The use of a personnel car for special or emergency purposes is a recognized part of the employe's job responsibilities.</p> <p>Use of a personal vehicle for approved school purposes is reimbursable at the IRS mileage rate as verified by the Business Office and updated on the effective date of the change by the IRS.</p>	10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
3. Delegation of Responsibility	<p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employe if approval has been obtained in advance from the Superintendent.</p> <p>The Superintendent shall prepare regulations for the reimbursement of travel expense which shall include:</p> <p>Each request shall detail the reasons for the expenditure.</p>	29 30 31 32 33 34 35 36 37 38 39 40 41 42
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Under normal conditions, employes traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.

Travel shall be by the most direct and economical route.

When the mileage cost is estimated to be more than the cost of providing a vehicle including fuel purchases, the employee must compare costs of at least 2 rental agencies to determine the less expensive option. The maximum the district will reimburse will be the lessor of the two.

In all instances of travel and job-related expense reimbursement, full itemization and documentation of expenditures shall be required.

Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.