

**JOB RELATED EXPENSES**

The Board of Education will provide for the payment of the actual and necessary expenses, including traveling expenses, of any employee of the district incurred in the course of performing services for the district, whether within or outside the district, under the direction of the Board. This policy establishes the means for so doing.

The validity of payments for job related expenses shall be determined by the Superintendent. The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned, travel is authorized in advance by the Superintendent, or the use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.

Use of a personal vehicle for approved school purposes is reimbursable to the employee at the rate determined by negotiated agreements, individual contract or Board resolution.

