

## Gladstone Area Schools Bylaws & Policies

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### **3440 - JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member 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 and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent .

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

M.C.L.A. 380.1254

## Gladstone Area Schools Administrative Guidelines

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### **3440A - JOB-RELATED EXPENSES**

Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

#### **Procedure**

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms. (See Form 3243 F1)
- B. Under normal conditions, officers and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Professional staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- D. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- E. In all instances of travel reimbursement, full itemization of expenditures is required.
- F. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

#### **Reimbursement**

- A. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 3243 F2 provided for that purpose.
- B. Lodging will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills.

- C. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- D. Registration fees are reimbursable.
- E. Sales tax on hotel bills is reimbursable.

## **Claim Forms**

All claims for reimbursement will be submitted on travel voucher forms or on standardized voucher forms available in the principal's office. Wherever possible, expenditures must be substantiated by receipted bills.

## Gladstone Area Schools Bylaws & Policies

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### **4440 - JOB-RELATED EXPENSES**

The Board of Education will provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member 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 and in accordance with the Superintendent's administrative guidelines.

The Superintendent shall prepare administrative guidelines to implement this policy.

## Gladstone Area Schools Administrative Guidelines

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### **4440A - JOB-RELATED EXPENSES**

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- C. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Professional staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- D. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- E. In all instances of travel reimbursement, full itemization of expenditures is required.
- F. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

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