

## Lapeer County Intermediate School District

### Bylaws & Policies

---

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

The Board shall provide for the payment of actual reasonable 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 administrative guidelines of the District.

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 Board policy and in accordance with the administrative guidelines of the District.

Mileage expenses will be reimbursed at the current IRS rate. All travel by a professional staff member that involves at least one (1) overnight stay must have both pre- and post-travel approval. The Board designates the Superintendent and the Director of Finance as its official designees for pre- and post-travel approval of overnight travel for professional staff members. The Board designates the Superintendent as its official designee for pre- and post-travel approval of overnight travel for the Director of Finance.

The Superintendent shall obtain from the Board pre- and post-travel approval of overnight travel.

The professional employee shall submit for approval a pre-travel estimate of costs and a post-travel expense sheet that details and verifies actual expenses.

M.C.L.A. 380.621a

Revised 5/18/05

Revised 5/17/06

## Lapeer County Intermediate School District Bylaws & Policies

---

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

The Board shall provide for the payment of actual reasonable 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 administrative guidelines of the District.

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

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

Mileage expenses will be reimbursed at the current IRS rate. All travel by a support staff member that involves at least one (1) overnight stay must have both pre- and post-travel approval. The Board designates the Superintendent and the Director of Finance as its official designees for pre- and post-approval of overnight travel for support staff members.

The employee shall submit for approval a pre-travel estimate of costs and a post-travel expense sheet form that details and verifies actual expenses.

M.C.L.A. 380.621a

Revised 5/18/05

Revised 5/17/06