

## EXPENSE REIMBURSEMENTS

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any staff member 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.

The validity of payments for job-related expenses is determined by the Superintendent. Pre-approval for estimated travel expenses by principals is required.

The Board may pay the expenses of staff members when they attend professional meetings with prior approval in accordance with the policy of this Board and in accordance with administrative guidelines.

Whenever a staff member is unable to provide one or more receipts for appropriate expenses, he/she may be reimbursed upon written explanation of the reason for the lack of the receipt and the approval of the expenses by the Superintendent.

Staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience are not reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations and the entertainment/meals/lodging of spouses or guests.

The Board prohibits employees and Board members from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or "frequent flyer" airline ticket or other benefit from an airline if he/she has obtained or earned the ticket on official travel. Any miles earned become the property of the District and must be used for future official travel by District employees or the Board.

This policy does not address every issue, exception or contingency that may arise in the course of travel.

[Adoption date: October 21, 2010]

[Re-adoption date: January 4, 2014]

LEGAL REFS.: ORC 2921.42; 2921.43  
3313.12; 3313.20  
3315.15

CROSS REFS.: BHD, Board Member Compensation and Expenses  
GCL, Certified Staff Development Opportunities

Jackson-Milton Local School District, North Jackson, Ohio