

## **Avondale School District Bylaws & Policies**

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

The Board of Education will 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.

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

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.

Reimbursement shall be made only upon the presentation of documentation for all expenses submitted.

Mileage must be computed as actual miles driven at the rate currently approved by the I.R.S. Mileage will only be paid to one (1) driver to a given destination on a given date, unless specific approval is given in advance by the Superintendent.

Final reimbursement must be approved by the Superintendent.

All requests for reimbursements for expenses at professional meetings must be presented for Board approval at the next regular meeting or within thirty (30) days, unless this time limit is waived by the Superintendent.

M.C.L.A. 380.1254