

**Sanilac Intermediate School District  
Bylaws & Policies**

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**4440 - REIMBURSEMENT OF JOB-RELATED EXPENSES**

The Board of Education may pay the reasonable and customary expenses of support staff members when they attend staff development meetings approved in accordance with Board policy. No individual may approve his/her own travel or travel expenses.

The Board may 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.

Any reimbursement for other job-related expenses shall be approved by the appropriate administrator.

M.C.L.A. 380.1254, 380.621, 380.621a, 380.622

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**6550 - TRAVEL PAYMENT & REIMBURSEMENT**

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance.

The Board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

Employees 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 will not be reimbursed.

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

Adopted 6/24/13

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