

Lakeview Public Schools  
Bylaws & Policies

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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, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates in accordance with 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.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

Adopted 8/6/13

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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

## Lakeview Public Schools Administrative Guidelines

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### **6620 - PETTY CASH FUNDS**

The following guidelines are to govern the use and control of petty cash funds:

- A. Petty cash may be used to pay for materials, supplies, and expenses that are needed immediately, considered to be usual and legitimate expenses of the District, and involve less than \$50 for any one (1) item.
- B. A "Petty Cash" voucher form is to be completed each time a disbursement is made. The invoice, bill, or sales slip, is to be signed by the person making the purchase and attached to the voucher.
- C. A "Purchase Order " is to be completed, signed by fund custodian, and filed with the business office each year unless no money has been disbursed from the fund.

Revised 2/7/03