
3440 - JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent.

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 Superintendent.

M.C.L.A. 380.1254

6550 - TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses reasonably 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 set the rate.

Employees are expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling. 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.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would be incurred if the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event is reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with travel shall be reimbursed.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts ("Per Diem Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under this policy.

2 C.F.R. 200.474