

Vicksburg Community Schools 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 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 following conditions:

- A. Preliminary approval for attendance at the meeting as well as amounts of reimbursement for registration and expenses should be secured from the Superintendent.
- B. Reimbursement shall be made only upon the presentation of original receipts for all expenses submitted for reimbursement. No reimbursement shall be made unless original receipts are presented for all costs except mileage.
- C. Mileage must be computed as actual miles driven at the rate currently approved by the Board for its professional staff members. 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.
- D. Final reimbursement must be approved by the Superintendent.

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