

EXPENSE REIMBURSEMENT FOR PERFORMING AUTHORIZED DISTRICT SERVICES

Employees

Actual and necessary expenses incurred by employees of the District in the course of performing authorized services for the District, both within and outside the District, including travel will be paid (if budgeted, approved, and within guidelines).

Parents/Students/Community Members

Actual and necessary expenses, including travel, incurred by parent/student/community members of the District in the course of performing services requested by the District Superintendent or designee, both within and outside the District will be paid (if budgeted, approved, and within guidelines).

Delegation of Authority to Superintendent

The Board, in adopting this policy, delegates to the Superintendent the authority to: (1) establish an administrative regulation providing for rates of reimbursement and required verification of expenses; and, (2) provide for the payment of actual and necessary expenses of an employee or parent/student/community member incurred in the course of performing services requested by the District Superintendent or designee. The Superintendent may authorize advance payments, with any advances to be adjusted upon filing of the claim for actual and necessary expenses.

Reference: Education Code Section 44033

Policy adopted: June 19, 1990; November 19, 1991; October 5, 1992