FAIRVIEW SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: June 20, 1994

REVISED:

331. JOB RELATED EXPENSES

1. Guidelines

Payment of actual and necessary expenses, including traveling expenses, which any administrator of the district incurs in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.

Any administrative employee required by the administration to travel for the Fairview School District, including between buildings, will be reimbursed for said travel mileage. Mileage must be recorded on a card provided by the administration and said card must be presented for payment by the employee. Payment will be made monthly, by separate check, as an expense allowance. Payment will be made after the above requirements have been met and payment is approved by the Board.

School Code
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