

FAIRVIEW SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: June 20, 1994

REVISED:

<p>1. Guidelines</p>	<p style="text-align: center;">431. JOB RELATED EXPENSES</p> <p>Payment of actual and necessary expenses, including travel expenses, which any employee of the district incurs in the course of performing assigned tasks will be made in accordance with this policy and the professional negotiated contract.</p> <p>Any professional 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 quarterly, 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. In all cases, mileage reimbursement shall be at the negotiated rate per mile, if allowed by law.</p>
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