



Board Policy 216 Job Related Expenses

Reference: Education Code 87032; 87033; 87037

It shall be the policy of the Board to provide for the payment of the actual and necessary expenses, including traveling expenses, of management employees 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.

Use of a personal vehicle for approved school purposes shall be reimbursable to the employee at a rate set annually by the Board.

Actual and necessary expenses incident to the attendance at functions outside the District shall be reimbursable to the employee if such events have, as their purpose, programs which will improve the operation of the District or such events have programs which will benefit the employee in the performance of assigned District duties and approval has been obtained in advance from the Chancellor.

Attendance at District approved events outside of the District shall be without loss of regular pay. Expenses for attendance at approved events will be reimbursable to the employee in full.

The Chancellor will establish guidelines for travel by District employees which shall include, but not be limited to:

1. Requiring the Chancellor or his/her designee approval for all travel outside the District but within the state
2. Requiring Chancellor or his/her designee approval for all travel outside the state
3. Procedures for reimbursement of travel expenses

Board approval date: 8/26/97