

Kent Intermediate School District Bylaws & Policies

1440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The School Board may pay the expenses of administrative staff members when they attend administrative meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see [Form 1440A F1](#)). No individual may approve his/her own travel or travel expenses.

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any administrative 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.

Any reimbursement for other job-related expenses shall be approved by the Superintendent.

M.C.L.A. 380.1254, 380.621, 380.621a, 380.622

Adopted 11/21/05