

Copper Country Intermediate School District
Bylaws & Policies

3440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The Board of Education may pay the expenses of professional staff members when they attend professional 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 District travel must be approved by the Board or its designee prior to incurring the expense and after returning (see [Form 3440A 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 professional 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.

When CCISD-owned vehicles are available for use, employees should request and use the agency vehicle for job-related travel. If any employee chooses to use their personal vehicle for job-related travel at a time when an ISD vehicle is available, the mileage reimbursement rate will be fifty percent (50%) of the current IRS rate. Whenever an ISD vehicle is unavailable for use, the mileage reimbursement rate will be the current IRS rate.

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

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

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