

The School Board of Gadsden County

Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

1440 - JOB-RELATED EXPENSES

The School Board will 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 procedures.

The validity of payments for job-related expenses shall be determined by the supervisor. Pre-approval for estimated travel expenses by the Deputy Superintendent is required.

The Board shall pay the expenses of administrative staff members when they attend professional meetings (as defined in Policy [3243](#)) with prior approval in accordance with the policy of this Board and in accordance with the administrative procedures of the Superintendent.

Staff members will not be reimbursed for expenses, other than mileage, without receipts.

Administrative staff members are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

F.S. 112.061

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