

3440 - JOB-RELATED EXPENSES

The Board of Education shall reimburse professional staff for each mile traveled when the employee is required to use a personal motor vehicle in the course of employment. The Board shall reimburse at the same rate for all employees in the county. The rate of reimbursement shall be the Federal standard mileage rate.

Additionally, the Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the County Board incurred in the course of performing services for the County School System, whether within or outside the County, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Treasurer in accordance with the Superintendent's administrative guidelines. Pre-approval for estimated travel expenses by the immediate supervisor shall be required as a condition of reimbursement.

The Board may pay the expenses of professional 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 guidelines of the Superintendent.

Job-related expenses incurred by the Superintendent shall be reimbursed in accordance with this policy and administrative guidelines when authorized by the Board.

Whenever a staff member is unable to provide required receipts for appropriate expenses as outlined in the administrative guidelines of the Superintendent, s/he shall not be reimbursed. Receipts are not required for West Virginia Turnpike tolls, other tolls or parking less than \$3.00 per day.

Professional 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.

An employee may use and/or accrue bonus points acquired through participating in frequent traveler programs, hotel "bonus points," credit card "rewards," or any other reward under similar affinity programs while traveling on official School business, only if his/her participation would result in no additional cost to the County.

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

WV Code 6B-2-5, 18-5-13, 18A-2-14

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