

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 419
CLASSIFIED STAFF**

JOB RELATED EXPENSES

The Board will provide for the payment of the actual and necessary expenses, including traveling expenses, of any classified employee of the District incurred in the course of performing services for the District, under the direction of the Board.

The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned or travel is authorized in advance by the employee's immediate supervisor.

Use of personal vehicle for approved school purposes is reimbursable to the employee at the rate currently approved for certified staff.

Whenever the vehicle of an employee is damaged as a result of a collision or accident occurring in the course of District employment, the District shall consider for payment only those costs not reimbursed by the employee's insurance carrier.

Adopted: August 29, 1979