

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**POLICY No. 331
CERTIFIED STAFF**

JOB RELATED EXPENSES

The Board will provide the payment of the actual and necessary expenses, including traveling expenses, of any employee 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.

The validity of payments for job related expenses shall be determined by the Superintendent. The use of a personal vehicle shall be considered a legitimate job expense if travel is between or among schools to which the employee is assigned or a personal vehicle must be used for travel to a conference because no school vehicle is available.

Transportation on School District business shall be by the most economical means, considering the cost, time spent in transit, and availability of District owned automobiles. The allowance for travel shall be in accordance with rates established by the Board, which shall not be less than travel rates established in the State Administrative Manual. Mileage reimbursement will be at the published standard mileage rate set by the Internal Revenue Service in effect at the time of reimbursement.

School District employees are responsible to ensure that no duplicate payments are received from other sources.

If any portion of the cost of travel or per diem is paid by another agency, the reimbursement from the School District must be reduced by an equivalent amount.

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
Revised: October 13, 1987
Reviewed: January 27, 2009