



Book	Policy Manual
Section	For Board Review - Special Update - UGG-EDGAR - Oct 2024
Title	JOB-RELATED EXPENSES
Code	po4440
Status	
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Last Revised	April 17, 2023

4440 - **JOB-RELATED EXPENSES**

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support 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.

[DRAFTING NOTE: Choosing this option requires this also to be applicable to all District policies.]

~~[] The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.~~

~~Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board does not use a payment per meal and has not established per diem reimbursement rates for meals and lodging though expects the charges to be appropriate and reasonable. Items viewed as excessive may be denied (i.e. appetizers, numerous extra sides, elaborate items). The Board shall establish mileage rates in accordance with the Federal Internal Revenue Service prescribed mileage rate.~~

~~-Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.~~

~~Employees 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.~~

~~All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110 - Grant Funds.~~

Revised 4/15/19

T.C. 4/17/23

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