



Book	Policy Manual
Section	For Board Review - Special Update - UGG-EDGAR - Oct 2024
Title	JOB-RELATED EXPENSES
Code	po3440
Status	
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3440 - **JOB-RELATED EXPENSES**

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

~~[] 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.~~

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

~~The validity of payments for job-related expenses shall be determined by the Superintendent.~~

T.C. 4/17/23

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