

POLICY

BOARD OF EDUCATION BAYONNE

ADMINISTRATION
1440 / Page 1 of 2

1440-Job Expenses

The Board of Education will provide for the reimbursement of the actual and necessary expenses, including travel expenses, incurred by a teaching staff member in the course of the performance of his or her duties for the district in accordance with this policy.

The use of an administrator's personal vehicle will be considered a legitimate job expense if travel is among schools to which the employee is assigned, travel is authorized in advance by the Superintendent or the use of the administrator's car for special or emergency purposes is a recognized part of the employee's job responsibilities. Use of a personal vehicle is reimbursable to the administrator member at the rate allowed by the Internal Revenue Service.

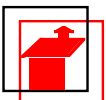
The Board will reimburse actual and necessary expenses incident to a administrator's attendance at functions outside the school district. When such attendance will benefit the operation of the district or the performance of the employee's duties and the employee has obtained advance approval from the Superintendent.

The Board will exclude from the requirements:

1. any travel caused by or subject to contractual provisions, other statutory requirements or federal regulatory requirements; and
2. travel that will otherwise not comply with the requirements set forth in this section, but that is deemed by the Board to be necessary or unavoidable and is clearly set forth in detailed documentation and approved by Board resolution.

Each request for the reimbursement of expenses shall detail the reasons for the expenditure, including a full itemization of expenses.

Each administrator shall submit a brief report that includes, as appropriate, but may not be limited to, a description of the primary purpose for the travel, and a summary of the goals and



POLICY

BOARD OF EDUCATION BAYONNE

ADMINISTRATION
1440 / Page 2 of 2

key issues that were addressed.

The Board will reimburse for travel expenses only upon compliance with the above provisions and approval requirements.

Administrators who incur expenses under this policy shall make all reasonable efforts at economy.

Adopted: 24 October 2005

