

**Bay-Arenac Intermediate School District
Bylaws & Policies**

1440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The Board of Education may pay the expenses of administrators when they attend administrative meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 1440A F1). No individual may approve his/her own travel or travel expenses.

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

Any reimbursement for other job-related expenses shall be approved by the Superintendent or designee.

M.C.L. 380.1254, 380.621, 380.621a, 380.622

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6423 - USE OF CREDIT/DEBIT CARDS

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit/debit cards. The authorization, handling and use of credit/debit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit/Debit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit/debit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit/debit card. However, under no circumstances shall credit/debit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit/debit cards, the types of expenses which can be paid by credit/debit card, and their proper supervision and use. Inappropriate or illegal use of the credit/debit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit/debit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Superintendent shall be responsible for giving direction to and supervising such employees' use of District credit/debit card(s).

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3440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The Board of Education may pay the expenses of professional staff members when they attend professional meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 3440A F1). No individual may approve his/her own travel or travel 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.

Any reimbursement for other job-related expenses shall be approved by the Superintendent.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed fifty dollars (\$50) upon written and signed employee verification that the expenses were actually incurred on behalf of the District and written approval of the expenses by the Board or its designee.

M.C.L. 380.1254, 380.621, 380.621a, 380.622

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4440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The Board of Education may pay the expenses of support staff members when they attend staff development meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 4440A F1). No individual may approve his/her own travel or travel 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.

Any reimbursement for other job-related expenses shall be approved by the Superintendent.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed fifty dollars (\$50) upon written and signed employee verification that the expenses were actually incurred on behalf of the District and written approval of the expenses by the Board or its designee.

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