

Policy Manual

Section

Policies for the Board-April 2026

Title

Vol. 44, No. 2 - January 2026 Revised JOB-RELATED EXPENSES

Code

po3440

Status

Adopted

November 1, 1986

Last Revised

September 11, 2008

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3440 - **JOB-RELATED EXPENSES**

~~??~~The Board of Education ~~(x) will~~ **(x)** may ~~[END OF OPTION]~~ 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.

The validity of payments for job-related expenses shall be determined by the **Superintendent.** ~~_____.~~
Pre-approval for estimated travel expenses by the **building administrator** ~~_____~~ is required.

~~??~~The Board ~~(x) shall~~ **(x)** may ~~[END OF OPTION]~~ pay the expenses of professional staff members when they attend professional meetings (as defined in Policy 3243) with prior approval in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent. Job-related expenses incurred by the Superintendent shall be reimbursed in accordance with this policy and administrative guidelines when authorized by the **Treasurer/CFO.** ~~_____.~~

~~??~~Whenever a staff member is unable to provide ~~one (1) or more~~ receipts for appropriate expenses, **the staff members/he may will not** be reimbursed. ~~in an amount not to exceed~~

~~() \$100~~

~~() \$ _____ [ENTER AMOUNT] [END OF OPTION]~~

~~upon written explanation of the reason for the lack of the receipt and the approval of the expenses by the Superintendent.~~

Professional staff members 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.

Unauthorized expenses include but are not limited to alcohol, movies, supplemental insurance on rental cars, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

~~DRAFTING NOTE: CHOOSE ONE (1) OF THE OPTIONS BELOW~~

~~**x]** Accrual of personal frequent flyer miles, hotel "bonus points", credit card "rewards," or any other reward under similar affinity programs (including credit points or rewards directed to non-profit organizations) is strictly prohibited.~~

OR

[x] Accrual and use of frequent flyer miles, credit card rewards, hotel points, or other rewards earned during official business in their personal life is permitted, provided that these rewards are earned the same way as members of the public would earn them; and they do not impose additional costs to the District. Such accrual and use shall be in accordance with Policy 6465 - Public Office Award Program.

~~[END OF OPTIONS]~~

This policy does not address every issue, exception, or contingency that may arise in the course of travel.

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