

Allegan Area Educational Service Agency
Bylaws & Policies

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 Agency for overnight 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 Agency incurred in the course of performing services for the Agency, whether within or outside the Agency, 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.

A receipt or acceptable proof of incurred expense must be provided to receive reimbursement.

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