

C-407 PROFESSIONAL EXPENSES

Professional employees who are authorized to travel in performance of some special duty shall be reimbursed at the state rate and other expenses when appropriate as approved by the director. Authorization for such travel reimbursement must be obtained in writing from the director prior to incurring such expenses.

Mileage expenses for professional leave must be approved in writing prior to incurring the expense.

LEGAL REF: NDCSC 44-08-04.

East Central staff who are assigned two or more school districts or homebound instructional locations, will be reimbursed at the state rate for mileage costs incurred between their assigned worksite and other assignments. No payments will be made for mileage from staff member's home to workplace. The following guidelines are to be utilized:

1. Mileage and expense logs are to be submitted to the business manager by the 14th of each month.
2. East Central will reimburse the mileage costs for only one vehicle between assigned sites. The professional person will be designated as the driver receiving reimbursement; however the professional has the option of delegating that driving assignment and reimbursement to another staff member when the need arises. Double-vouchered mileage expense is not allowable, with one exception--when one staff member must arrive earlier or depart later because of a scheduled meeting or staffing with parents or school administration, each staff member will receive mileage. If two members are submitting mileage for the same day, one of the above specified reasons must be noted on their mileage log for that day.

ORIGINAL POLICY MANUAL