



Book	Policy Manual
Section	ALL EMPLOYEES
Title	Job Related Expenses
Code	E10
Status	Active
Adopted	August 29, 2002
Last Revised	April 1, 2008
Last Reviewed	February 12, 2024

Purpose

Upon appropriate approval by the administration in accordance with administrative guidelines, any and all expenses actually and necessarily incurred by any employee of the Springfield School District ("District") in performing services for the District, whether incurred within or outside of the District, shall be reimbursed in accordance with this policy.

Delegation of Responsibility

The Superintendent will develop and publish administrative guidelines which are consistent with this policy.

SUPERSEDES: Policy No. 4141.1, Mileage Reimbursement for Use of Employee's Automobile for School District Business

Policy No. 4141.2, Travel Expense Reimbursement

This online posting is an electronic copy from Springfield School District's manual of currently adopted policies. The policies on this site are for informational purposes only and do not reflect updating activities in progress. It may be used for information and reference purposes only regarding issues of concern. Certified date-stamped copies are available from the District Open Records Officer and are valid for issues of concern within two (2) weeks of the stamped date.