

1995 6170

Personnel

SUBJECT: USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

Employees who use personal vehicles for school business shall be reimbursed at the established rate upon the receipt of an itemized claim form.

Such reimbursement will take place only if the personnel involved had received prior approval for the use of their automobile from the Superintendent of Schools or his/her designee.

Adopted: 6/13/95