

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Job Related Expense	
Procedure No. 4440-00-01	Eff. Date: 12/7/2009
Implements Board Policy (ies) <u>4440 –Job Related Expense</u>	Last Reviewed: <u>12/7/2009</u>

1. Background

Describe relevant background to the implementation of the policy.

The Board of Education (will) (may) provide for the payment of actual and necessary expenses, including traveling expenses, of any classified staff member of the District for expense incurred while performing services for the District.

2. Responsibilities

Title: Paul McDole, Director of Human Resources	
Address: 2651 Burnet Ave., Cincinnati, OH 45219	
Phone: 513-363-0149	Cell phone: 513-207-1945
Describe responsibilities:	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- Approval must be granted by supervisor/administrator
- Complete the collect documentation for payment

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Additional Information

Describe any additional information relevant to the implementation of the policy.

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