

CAPITAL AREA SCHOOL FOR THE ARTS (CASA) CHARTER SCHOOL

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: 6/10/2013

REVISED: 2/13/2017

631. JOB RELATED EXPENSES	
1. Authority SC – Art. XVII-A	Payment of the actual and necessary expenses, including travel expenses, of any charter school administrator that are incurred in the course of performing services for the charter school shall be reimbursed in accordance with the Capital Area School for the Arts Board of Trustees (Board) policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the CEO, except in the case of expenses of the CEO which shall be approved by the Board.
3. Guidelines	Refer to Board Policy 631.1