

Management, Supervisory and Confidential Personnel

Automobile and Local Expense Allowances--Designated Management Personnel

DEFINITION: Local allowances are monthly stipends paid to designated management personnel to offset normal and necessary out-of-pocket expenses incurred in the course of the employee's employment with the Office of Education. "Normal and necessary out-of-pocket expenses" may include, but may not necessarily be limited to, the following types of expenditures:

1. In-county-travel where use of private vehicle is required;
2. Incidental business expenditures related to office duties and responsibilities;
3. Expenses related to business meetings with school officials, Department of Education representatives, governmental officials, local civic groups and community agencies;
4. Supplementary department staff meeting expenditures.

ELIGIBILITY: Designated management personnel listed below will be eligible to receive monthly stipends as approved by Superintendent. Employees who receive local expense allowance stipends shall also be eligible for reimbursement of approved out-of-county business-related travel expenses.

Assistant Superintendent/s

Legal reference:

GOVERNMENT CODE
1223 Expenses

Policy

Adopted: May 3, 1989

Revised: June 17, 1998, December 5, 2008

Reviewed: January 14, 2009

Humboldt County Office of Education

Eureka, California