

**North Santiam
School District**

Code: **CND**
Adopted: 7/01/96
Readopted: 8/21/97

**Reimbursements for Certificated Administrators/
Supervisory/Confidential Employees**

Administrative/Supervisory:

1. Reimbursements for travel expenses while conducting District business associated with the responsibilities of the administrator/supervisor shall be at the rate specified by the State of Oregon for Employee Reimbursement. The administrator is responsible for completing the District travel expense form on a monthly basis listing the date, location traveled to, purpose of the travel, mileage, and meals. Receipts for meals, lodging, and registration fees, if any, must be attached to the travel expense form.
2. The District shall pay the certificated administrator's dues to the Confederation of Oregon School Administrators (COSA) and the state and national dues in one appropriate administrative organization, e.g., National Association of Secondary School Principals (NASSP).
3. The District shall pay the supervisors' (Business and Maintenance Supervisor) dues in one appropriate professional organization.
4. The District shall pay for the administrator's/supervisor's annual membership in a local service club, e.g., Kiwanis, Rotary, Lion's Club.
5. The District will reimburse administrators/supervisor for tuition expenses to a maximum of six credit hours per year at University of Oregon graduate school rates.
6. The Board may, at their discretion, declare a budget emergency, in which event, only expenses related to duties mandated by the superintendent shall be reimbursed.

Confidential:

1. The confidential employees shall be reimbursed for travel expenses in the performance of duties at the same rate as administrative/supervisory.

END OF POLICY

Legal Reference(s):