

ARTICLE 13: EXPENSE REIMBURSEMENTS

13.1 **Travel and Conference Expenses**

An administrator shall, in accordance with District policies and procedures, be reimbursed for approved travel and conference expenditures. The amount available for expenditures shall be designated annually in the District budget. Time spent traveling to and from approved travel and conferences is to be considered as regular work time.

13.2 **Non-Owned Automobile Insurance**

The District provides secondary personal injury and property damage insurance to protect employees in the event that employees are required to use their personal vehicles on employer business.

13.3 **Physical Examinations**

The District provides the full cost of any medical examination required as a condition of continued employment.

13.4 **Property Damage**

The District reimburses employees up to one hundred dollars (\$100) for each incident that exceeds ten dollars (\$10) for any stolen, damaged or destroyed personal property of the employee while on duty, on District property, or on a District-approved activity provided there was no negligence by the employee.

13.4.1 For the intent of this Section, "personal property" is defined as eyeglasses, hearing aids, dentures, watches or articles of clothing.

13.4.2 Vehicle damage shall be covered if the employee was authorized to use his/her vehicle in a District-approved activity and there was no negligence by the employee.

13.4.3 In the event an employee is reimbursed pursuant to this Section, the District shall have the right of recovery to the extent of such payment, from the party committing the theft or damage to property.

13.4.4 An employee filing a claim pursuant to this Section shall file said claim on the District-prepared claim form no later than three (3) working days following the damage or loss of the property in question. The District retains the right to inspect all damaged property and to require full disclosure of witnesses, prior conditions, and full description and/or serial numbers of damaged or stolen property. A police report of the incident may be required prior to consideration by the District.