

**COMPENSATION AND RELATED BENEFITS**  
**6570 USE OF PERSONAL VEHICLES FOR SCHOOL BUSINESS**

Employees who use personal vehicles for school business shall be reimbursed at the established rate upon the receipt of an itemized claim form.

Such reimbursement will take place only if the personnel involved had received prior approval for the use of their automobiles from the Superintendent of Schools or his/her designee

Adoption Date 3/8/11