

SECTION: PROFESSIONAL PERSONNEL

TITLE: JOB RELATED EXPENSES

ADOPTED: 5/20/2013

REVISED: formerly 3520

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

431. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses, including traveling expenses that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.
2. Authority	The Board authorizes the travel or attendance at any meeting, convention or conference by any members of the Board and/or any employees of the Turkeyfoot Valley Area School District for any purpose that is determined by the building Principal and Superintendent to be in the best interests of the school.
3. Guidelines	<p>The travel of employees shall be subject to the pre-approval of the Principal, Superintendent or his/her designees and the availability of funds for such expenses.</p> <p>Reimbursement for travel and other authorized expenses will be paid by the Board after a final itemized, verified statement is submitted upon return from such travel or attendance at such meetings, conventions or conferences.</p> <p>The Superintendent is hereby directed to develop such regulations and forms necessary to carry out this policy.</p> <p>See Also Administrative Regulation</p>
School Code 517	