

# MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: October 24, 2007

REVISED:

331. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the district 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. Mileage shall be reimbursed at the state rate.
2. Guidelines	<p>The validity of payments for job related expenses shall be determined by the Superintendent.</p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned and travel is authorized in advance by the Superintendent.</p> <p>Use of a personal vehicle for approved school purposes is reimbursable at the rate approved by the Board.</p>
SC 517	<p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator in accordance with the administrative compensation plan.</p> <p>Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.</p> <p>In all instances of travel and job related expense reimbursement, full itemization of expenditures shall be required.</p>
School Code 517	