

# MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: October 24, 2007

REVISED:

431. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses, including travel expenses which any employee of the district incurs in the course of performing services for the district, will be made in accordance with this policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent or his/her designee.
3. Guidelines	<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 if travel is authorized in advance by the principal.</p> <p>Use of a personal vehicle for approved school purposes is reimbursable to the employee 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 the employee if such events are a part of the district's programs and prior approval was obtained by the Board.</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>The Superintendent shall prepare regulations for the reimbursement of travel expenses.</p>