

# MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 14, 2007

REVISED:

531. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any classified employee of the district incurred in the course of performing services for the district, whether within or outside the district, shall be made in accordance with this policy.
2. Guidelines	<p>The validity of payments for job related expenses shall be determined by the Superintendent or his/her designee.</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.</p> <p>Use of a personal vehicle for approved school purposes is reimbursable at the current federal rate.</p>
SC 517	Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employee if approval has been obtained in advance from the Superintendent and/or Board.