

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: October 14, 1991

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 building principal.
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 but not between home and school.</p> <p>Use of a personal vehicle for approved school purposes shall be reimbursable to the employee at the rate per mile approved by the Board.</p> <p>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 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>
School Code 517	