MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: October 14, 1991

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 the following guidelines.

2. Delegation of Responsibility

The validity of payments for job related expenses shall be determined by the immediate supervisor.

3. Guidelines

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.

Use of a personal vehicle for approved school purposes is reimbursable to the employee at the rate per mile approved by the Board.

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.

Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.

School Code
517