



431. JOB RELATED EXPENSES - Pg. 2

2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
3. Travel shall be by the most direct and economical route.
4. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.
5. Those traveling on official business shall exercise the same care in incurring expenses as they would in traveling on personal business.

National Teaching Board Certification

Employees shall be reimbursed for the actual costs paid to the National Teaching Board in accordance with provisions of the collective bargaining agreement.

School Code  
517