



Book	Policy Manual
Section	3000 Professional Staff
Title	JOB-RELATED EXPENSES
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3440 - JOB-RELATED EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent of Schools and will include appropriate documentation as required by law and/or administrative guidelines.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed the advertised cost or budgeted allocation upon written approval of the expenses by the Superintendent.