



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

The Board of Education may 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 or designees.

The Board may 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 developed by the Superintendent.

Reimbursement shall be made only upon the presentation of itemized receipts for all expenses submitted for reimbursement. No reimbursement shall be made unless original receipts are presented for all costs.

Mileage must be computed as actual miles driven at the rate established in accordance with Federal IRS prescribed mileage rate.