

Book	Policy Manual
Section	4000 Support Staff
Title	JOB-RELATED EXPENSES
Code	po4440
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4440 - **JOB-RELATED EXPENSES**

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support 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 Superintendent or his/her designee shall prepare administrative guidelines to implement this policy.

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

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed \$25.00 upon written approval of the expenses by the Superintendent (See AG 3440A).