



Book	Policy Manual
Section	3000 Professional Staff
Title	JOB-RELATED EXPENSES
Number	po3440
Status	Active
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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 appropriate documentation, typically a detailed receipt.

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.

Last Modified by Carolyn Fillman on October 22, 2018