

Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	Draft

### **Authority**

The district shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the district, in accordance with Board policy.[\[1\]](#)

### **Delegation of Responsibility**

The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.

The Superintendent or designee shall develop administrative regulations for approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.

Legal                    [1. 24 P.S. 517](#)  
                             Pol. 624  
                             Pol. 626.1