

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

The Board of Education may pay the expenses of professional staff members when they attend staff development meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 3440A F1). No individual may approve his/her own travel or travel expenses.

The Board 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.

Any reimbursement for other job-related expenses shall be approved by the director, supervisor, or the Superintendent.

Staff members are required to submit itemized receipts for all purchases. If a staff member cannot produce a detailed receipt they will not be reimbursed.

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