

MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: July 1, 1991

REVISED:

<p>1.Purpose Pol. 331-R1 331-R2</p> <p>2.Authority Pol. 331-R1</p> <p>SC 517 Pol. 331-R2</p> <p>3.Delegation of Responsibility</p> <p>School Code 517</p>	<p style="text-align: center;">331. JOB RELATED EXPENSES</p> <p>Payment of the actual and necessary expenses, including traveling expenses, of any administrator that are incurred in the course of performing services for the school, whether within or outside the school, shall be reimbursed in accordance with this policy.</p> <p>Employees will be reimbursed for use of their private vehicle(s) while on official school business.</p> <p>Travel expenses may be paid for administrators attending workshops, seminars, training programs or school related functions.</p> <p>The Director or a designee shall be responsible for implementing this policy.</p>
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