

MIDDLE BUCKS
INSTITUTE OF
TECHNOLOGY

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: July 1, 1996

REVISED:

431. JOB RELATED EXPENSES	
1.Purpose Pol. 431-R 431-R2	Payment of the actual and necessary expenses, including travel expenses, which any employe incurs in the course of performing services for the school will be made in accordance with this policy.
2.Authority Pol. 431-R1	Employes will be reimbursed for use of their private vehicle(s) while on official school business.
SC 517 Pol. 431-R-2	Travel expenses may be paid for faculty members attending workshops, seminars, training programs or school-related functions.
3.Delegation of Responsibility	The Director or a designee shall be responsible for implementing this policy.