

# MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: July 1, 1991

REVISED:

	<b>531. JOB RELATED EXPENSES</b>
1.Purpose Pol. 531-R	Payment of the actual and necessary expenses, including traveling expenses, of any classified employe incurred in the course of performing services for the school, shall be made in accordance with the established guidelines.
2.Authority	Employes will be reimbursed for use of their private vehicle(s) while on official school business.
3.Delegation of Responsibility	The Director or a designee shall be responsible for implementing this policy.
School Code 517	