

# NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: NON-PROFESSIONAL  
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: March 10, 1997

REVISED:

531. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any non-professional employee of the district incurred in the course of performing services for the district, whether within or outside the district, shall be made in accordance with the following guidelines.
2. Guidelines	<p>The validity of payments for job related expenses shall be determined by the Superintendent.</p> <p>Office personnel required to drive their personal automobile on the business of the District and for all trips approved by the Superintendent shall receive mileage reimbursement as established annually by the Board.</p> <p>Support personnel required to drive personal automobiles on the business of the school district shall receive a mileage reimbursement as established in the support personnel bargaining unit agreement.</p>
3. Delegation of Responsibility	The Superintendent shall prepare regulations for the reimbursement of travel expenses.