

policy

**BOARD OF EDUCATION
THORNAPPLE KELLOGG SCHOOL**

**PROFESSIONAL STAFF
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JOB-RELATED EXPENSES

The Board of Education 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.

The validity of payments for job-related expenses shall be determined by the Superintendent.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in a reasonably estimated amount not to exceed one hundred dollars (\$100) upon written approval of the expenses by the Superintendent.