



331. JOB RELATED EXPENSES - Pg. 2

2. Advances against anticipated travel expenses shall be approved by the Board. All requests for advanced payment shall be submitted in writing at least one (1) month prior to the date of the approved activity.
3. Travel shall be by the most direct and economical route.
4. In all instances of travel and job-related expense reimbursement, full itemization with receipts attached shall be required.

References:

School Code – 24 P.S. Sec. 517