

JOB-RELATED EXPENSES

The Business Manager may provide for the payment of the actual and necessary expenses, including traveling expenses, of any staff member of the Academy incurred in the course of performing services for the Academy, whether within or outside the Academy, under the direction of the Business Manager and in accordance with the Board's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Chief Financial Officer.

The Board shall pay the expenses of 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 Board.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may not be reimbursed.

Adopted 2/11/04
Revised 9/14/10