



331. JOB RELATED EXPENSES - Pg. 2

	<ol style="list-style-type: none"><li>3. Travel shall be by the most direct and economical route.</li><li>4. For official travel by other than automobile, the school district shall arrange the advance purchase of transportation tickets.</li><li>5. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.</li><li>6. Expenses shall be limited to a designated rate per day for meals. (See 331AR for designated reimbursable rates.)</li><li>7. The school district is authorized to allow exceptions to this designated meal allowance based on the location of the educational conference.</li></ol>
--	--