

Arvon Township School  
Expense Reimbursement Policy

The Arvon Township Board of Education will pay the expenses of employees when they attend professional meetings. Meeting attendance must be approved in advance by the Board, Principal or Business Manager prior to incurring the expense. No individual may approve his/her own travel or travel expenses.

Employees shall be reimbursed for mileage at the current IRS rate. Hotels and/or meals shall be reimbursed at cost, if approved in advance.

Employees shall fill out a travel form to request reimbursement with a brief description of workshop, conference or destination, date(s) of travel, miles, meal cost and other expenses with receipts attached.

Any reimbursement for other job-related expenses shall be approved by the Board, Principal or Business Manager.