

UNITED SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: December 9, 2008

REVISED: September 19, 2012

331. JOB RELATED EXPENSES	
<p>1. Authority SC 517</p>	<p>The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the district, in accordance with Board policy.</p>
<p>2. Delegation of Responsibility</p>	<p>The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.</p> <p>The Superintendent or designee shall report all reimbursed expenses for travel outside the district by employees at the next Board meeting.</p> <p>The Superintendent or designee shall prepare administrative regulations for reimbursement of travel expenses.</p>
<p>3. Guidelines</p> <p>SC 517</p>	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, and is authorized in advance by the immediate supervisor. If the travel is more direct and economical, the district may consider reimbursement from the employee's home to the actual activity.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the IRS for miles driven.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p> <p>Actual and necessary expenses (lodging, meals, mileage, travel, registration, tolls, etc.) incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Superintendent. Actual fuel purchases are not reimbursable.</p> <p>Attendance at approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p>

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Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.

Travel shall be by the most direct and economical route.

For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.

In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required, mileage reimbursement will be based on actual odometer reading or a print out of the miles using MapQuest or Google maps.

References:

School Code – 24 P.S. Sec. 517