

Section: ADMINISTRATIVE EMPLOYEES
Title: JOB RELATED EXPENSES
Date: December 12, 1983
Revised: April 10, 2000
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431. JOB RELATED EXPENSES

1. Purpose Payment for actual, reasonable and necessary expenses, including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district, whether within or outside the district, shall be reimbursed in accordance with this policy.

2. Guidelines The validity of payments for job related expenses shall be determined by the Assistant Superintendent or Director of Business Affairs. Payments shall be signed-off on by the Assistant Superintendent or the Director of Business Affairs, and the individual's supervisor. To obtain reimbursement for any expense(s) the employee must present a reimbursement request and a written accounting (in such form as the Director of Business Affairs may from time to time require) in which the expense has been recorded, showing the following:

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- a. The amount of the expense.
- b. The reason for the expense.
- c. The time and place the expense was incurred.
- d. Such other information as may be required from time to time.

Each request for reimbursement shall be accompanied by sufficient documentary evidence, e.g., receipts or paid bills, containing supporting information.

The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned, but not between home and school; travel is authorized in advance by the Assistant Superintendent, or designee; and use of a personal vehicle for special or emergency purposes is a recognized part of the employee's job responsibilities.

Use of a personal vehicle for approved school purposes is reimbursable to the employee on a per mile basis at the then current standard mileage rate as determined by the Internal Revenue Service. Such use shall require maintenance by the employee of liability insurance.

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Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator if such events are part of district programs and/or have prior written approval.

Attendance at district-approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.

Reimbursement requests shall be submitted within two (2) weeks after the date of the incurring of the expense for which reimbursement is sought. Such request(s) for reimbursement shall be presented to the Board for payment.

The Director of Business Affairs shall prepare procedures for the reimbursement of travel expenses which shall include the following:

- a. Each request shall reasonably detail the reasons for the expenditure.
- b. Under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- c. Travel shall be by the most direct and economical route.
- d. In all instances of travel and job related expense reimbursement, full itemization of expenditures, with receipts, shall be required, as specified on the district's reimbursement form.
- e. Those on district-approved travel shall exercise the same care in incurring expenses that they would in traveling on personal business.

Non-allowable expenses shall include the following:

- a. Expenditures for laundry and other personal expenses are not allowed.

- b. Individual travel insurance is considered a personal matter, and the cost is not reimbursable.
- c. Entertainment expenditures are not reimbursable.
- d. Costs for alcoholic beverages are not reimbursable.

Allowances for Meals and Incidental Expenses - The District will reimburse up to \$40.00 per day for meals while on approved out-of-town trips.

Employees are still required to turn in itemized receipts and will be reimbursed for meals, up to the \$40.00 per day maximum.

References:

School Code-24 P.S. Sec. 517