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| Book | Policy Manual |
| Section | 300 Employees |
| Title | Job Related Expenses |
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Authority

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.[\[1\]](#)

Delegation of Responsibility

The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.

The Superintendent or designee shall prepare administrative regulations for reimbursement of travel expenses.

Guidelines

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the immediate supervisor.

Use of a personal vehicle for approved purposes is reimbursable at the current I.R.S. rate per mile approved by the Board.

Use of a personal vehicle requires that liability insurance be provided by the employee unless specified otherwise.

Actual and necessary expenses incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance.[\[1\]](#)

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

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.

Legal

1. 24 P.S. 517