

Book Policy Manual
Section 300 Employees
Title Job Related Expenses
Code 331
Status Active
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Adopted February 24, 2020
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Authority

The Board shall reimburse administrative, professional and classified 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 develop administrative regulations for the approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.

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Guidelines

The Board shall reimburse staff, who are assigned to work remotely for designated assignments, for actual expenses that are reasonable and necessary expenses incurred by staff in direct consequence or discharge of their assigned duties, approved in advance and in accordance with an individual contract, collective bargaining agreement or Board resolution. [2][3]

Use of a personal vehicle for approved purposes is reimbursable at the prevailing IRS rate per mile.

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

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

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

Revision to Policy 331 adopted on February 24, 2020

[331-AR - Job Related Travel Expenses.pdf \(43 KB\)](#)