

Policy Guide



Policy No. 859

Section OPERATIONS

Title JOB RELATED EXPENSES

Adopted APRIL 20, 2021

Last Revised _____

	<p style="text-align: center;">POLICY NO. 859 JOB RELATED EXPENSES</p> <p style="text-align: center;">THIS POLICY SHALL SUPERSEDE POLICIES 331, 431, AND 531.</p> <p>Section 1 <u>Authority</u></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 compensation plans, individual contracts, applicable collective bargaining agreements, and Board policy.</p> <p>Section 2 <u>Delegation of Responsibility</u></p> <p>The validity of payments for job related expenses for all district employees shall be determined by the Assistant to the Superintendent for Operations in collaboration with the Superintendent.</p> <p>The Superintendent or designee shall develop administrative regulations for approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.</p> <p>Section 3 <u>Guidelines</u></p> <p>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 Assistant to the Superintendent for Operations in collaboration with the Superintendent.</p>	<p style="text-align: center;">SC 517</p>
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**POLICY NO. 859
JOB RELATED EXPENSES**

Use of a personal vehicle for approved purposes is reimbursable at the rate per mile consistent with compensation plans, individual contracts, applicable collective bargaining agreements, and Board policy.

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 Assistant to the Superintendent for Operations.

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

SC 517

References:

School Code – 24 P.S. Sec. 517