

Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	First Reading
Legal	<a href="#">1. 24 P.S. 517</a> 2. Pol. 309.1 3. Pol. 624 Pol. 626.1
Last Reviewed	August 14, 2023

### **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 Business Manager.

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.

### **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 rate **allowed by the Internal Revenue Service (IRS)**.

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 immediate supervisor. [\[1\]](#)

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