

EAST
STROUDSBURG
AREA
SCHOOL DISTRICT

SECTION: ~~ADMINISTRATIVE~~
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: August 19, 2002

REVISED: April 21, 2008

DRAFT: December 2018

331. JOB RELATED EXPENSES

1. Authority

Payment of the actual and necessary expenses, including ~~trav~~ing expenses, of any school district ~~administrator~~employee that are incurred in the course of performing services for the school district shall be reimbursed in accordance with Board policy.

2. Delegation of
Responsibility

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

3. Guidelines

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

The use of a personal vehicle for approved purposes is reimbursable at the IRS approved rate per mile approved by the Board.

~~The use of a personal vehicle for special or emergency purposes is a recognized part of the employee's job responsibilities.~~

Attendance at Programs

SC 517

Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to an ~~administrator~~employee if approval has been obtained in advance.

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

The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:

1. Under normal conditions, ~~administrators~~employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
2. Advances against anticipated travel expenses for lodging shall be approved by the Superintendent or designee. Employees will be required to reimburse

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expenses prepaid by the District should he/she choose not to attend the conference/workshop, cannot arrange for another employee to go in one's place or cannot obtain a refund.

3. Travel shall be by the most direct and economical route.
4. For official travel by other than automobile, the school district shall arrange the advance purchase of transportation tickets.
5. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.
6. Expenses shall be limited to a designated rate per day for meals. (See 331AR for designated reimbursable rates.)~~Meals are not reimbursable unless the employee is scheduled for an overnight stay.~~
7. The school district is authorized to allow exceptions to this designated meal allowance based on the location of the educational conference.

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