

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: August 19, 2002

REVISED: April 21, 2008

DRAFT: December 2018

(Repeal and combine with Policy 331)

431. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including travel expenses, that any school district employee incurs in the course of performing services for the school district will be made in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent.
3. Guidelines	<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 Superintendent.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the IRS approved rate per mile.</p> <p><u>Attendance at Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if approval has been obtained in advance.</p> <p>Attendance at school district approved events outside the school district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>The Superintendent shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"> 1. Each request shall set forth expenditures and shall itemize expenses, with receipts attached. 2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses. 3. Travel shall be by the most direct and economical route.
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4. For official travel by other than automobile, the school district shall arrange the advance purchase of transportation tickets.
5. Expenses shall be limited to a designated rate per day for meals. Meals are not reimbursable unless the employee is scheduled for an overnight stay.
6. The school district is authorized to allow exceptions to this designated meal allowance based on the location of the educational conference.
7. Advances against anticipated travel expenses shall be approved by the Superintendent.