PENN MANOR SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: February 8, 1999

REVISED:

331. JOB RELATED EXPENSES

1. Authority

Payment of the actual and necessary expenses, including traveling expenses, of any district administrator that are incurred in the course of performing services for the district, whether within or outside the 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.

3. Guidelines

The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned but not between home and school and travel is authorized in advance by the Superintendent or his/her designee.

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

Attendance at Programs

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

Attendance at district approved events outside the 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.

In all instances of travel and job related expense reimbursement, full itemization with receipts attached of expenditures shall be required.

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