

SECTION: CLASSIFIED EMPLOYEES

TITLE: REIMBURSEMENT OF  
EXPENSES FOR CONFERENCE  
ATTENDANCE

ADOPTED: February 8, 1999

REVISED:

# PENN MANOR SCHOOL DISTRICT

533.1 REIMBURSEMENT OF EXPENSES FOR CONFERENCE ATTENDANCE	
1. Purpose	The district is committed to a policy of providing classified employees with the opportunity to attend educational conferences and to engage in other forms of travel which is in furtherance of the educational program or otherwise in the best interests of the district.
2. Definitions	<p>Allowable expenses are those expenses which are necessary for attending approved conferences or for approved travel; actually incurred; and verified by the presentation of an itemized statement of expenses together with receipts.</p> <p>Approved conferences are meetings or conferences which are organized or conducted by the Pennsylvania Department of Education, NSBA, PSBA, PASBO, ASA, an intermediate unit, an institution of higher learning, or any similar organization approved by the Superintendent.</p>
3. Guidelines	<p>Employees may, with the prior authorization or approval of the Superintendent, attend approved conferences. Employees attending approved conferences shall be reimbursed for allowable expenses.</p> <p>Classified employees may, with the prior authorization or approval of the Superintendent, incur expenses for travel which is necessary to further the educational programs of the district. Such employees shall be reimbursed for allowable expenses in connection with such travel.</p>
4. Delegation of Responsibility	<p>It shall be the duty of the Superintendent to:</p> <ol style="list-style-type: none"><li>1. Determine in each specific instance whether an employee is eligible to be reimbursed for allowable expenses.</li></ol>

533.1 REIMBURSEMENT OF EXPENSES  
FOR CONFERENCE ATTENDANCE

2. Review and approve the allowable expenses for each specific instance before such expenses are submitted to the Board for approval.

Approval of reimbursement for allowable expenses shall be accomplished by the Board's approval of the check listing for such reimbursement.