

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 331-AR-0. JOB RELATED EXPENSES

### Intradistrict Travel

Use of a personal vehicle for authorized travel between schools by an employee will be reimbursed at the current IRS rate per mile approved by the Board.

Employees will complete and submit to the immediate supervisor at the end of each month the Employee's Monthly Mileage Form to receive reimbursement for intradistrict travel connected to the job description. The supervisor will approve the form and submit it to the Business Office.

District employees are not eligible for travel reimbursement for return to school for any activities beyond the school day, such as parent conference, open house, etc.

Use of a personal vehicle for special emergency purposes by an employee will be reimbursed if it is a recognized part of the employee's job responsibilities.

### Attendance At Meetings/Conventions/Conferences

With the required prior approval, employees will be reimbursed for registration; lodging; meals, including fifteen percent (15%) gratuity; tolls; ground transportation and mileage, which is actual odometer readings, for attendance at meetings, conventions and conferences upon submission of the required form and receipts.

The employee is responsible for making all arrangements for approved attendance at meetings, conventions and conferences.

Employees traveling for district business should exercise the same care when incurring expenses as they would when traveling on personal business. Employees are expected to be accurate when reporting expenses.

It is the general practice that all expenses are paid by the employee and reimbursed according to the stated procedure. If anticipated costs total more than \$300, the employee may request that the Business Office cover registration and travel costs in advance if the request is submitted in time to be processed by the due date for payment of monthly invoices.

Each employee will include only his/her meals for reimbursement. On the return day, the meal allowance will end upon arrival at the district or employee's home. On the travel day, the meal allowance will begin upon departure from the district. Meals in lieu of meals covered by a conference registration fee will not be reimbursed.

The district expects employees to utilize moderately priced lodging when possible. Employees will use conference rates for housing when possible.

Travel will be by the most direct and economical route. Employees should select the most efficient mode of transportation when traveling, considering the most economical use of time and district funds. The length of time involved in travel and lodging and meal expenses should be considered. Locations beyond normal driving distance, approximately 300 miles or five (5) hours, may be reached more economically by air travel.

Employees are encouraged to pool transportation with other district employees, when possible.

#### Procedures

1. All requests for travel to and attendance at meetings, conventions or conferences must have been budgeted in the current operating budget, although the Superintendent can exercise discretion for final approval of a proposed request outside the budget allocation.
2. The completed Request For Conference Attendance Form should be submitted to the building principal or immediate supervisor at least three (3) weeks prior to the requested date of attendance.
3. If the principal or supervisor approves the request, s/he will submit the request to the Superintendent for professional and administrative staff.
4. The Superintendent makes the final determination of approval or denial. If the request is denied, the reasons will be noted on the form.
5. The request is returned to the employee with approval or denial noted, along with a copy of the Travel and Expense Report Form and the Report of Conference Attendance to be completed after the employee's return.
6. The employee attends the meeting, conference or convention and keeps a copy of all receipts paid for registration, meals, lodging, tolls and mileage.
7. Within five (5) days of return, the employee completes the Report Of Conference Attendance and Travel and Expense Report Form, attaches all receipts, and submits it to the building principal or immediate supervisor.
8. The principal or supervisor reviews the form and submitted expenses, approves them and submits them to the Business Manager for payment.
9. The employee's expenses will be approved with the accounts payable bills for that month.

Unallowable Expenses

Listed below are examples of expenditures that are not eligible for reimbursement. This is not a complete list but can be used as a guideline when traveling:

1. Personal air travel insurance.
2. Travel, lodging, and meals for family members or friends.
3. Room or meal charges for personal stay-over.
4. Late check out charges.
5. Fines for traffic violations or parking violations.
6. Fees for traveler's checks.
7. Credit card membership fees.
8. Personal purchases, i.e., newspaper, snacks, etc.
9. Property that is lost or stolen.
10. Alcoholic beverages.
11. Entertainment.
12. Movies in hotels.
13. Tips for baggage handling or maid service.
14. Personal telephone calls.

Credit Cards

Employees who are assigned credit cards by the district may not use such to purchase any personal items or services, even if the expenses are reimbursed to the Board.