

# ST. MARYS AREA SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 8, 2010

REVISED: June 11, 2018

331. JOB RELATED EXPENSES	
1. Authority SC 517	The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the district, in accordance with Board policy.
2. Delegation of Responsibility	<p>The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.</p> <p>The Superintendent may authorize attendance of employees at conferences or meetings held in Pennsylvania. Such approvals must adhere to the limits of budgeted funds approved by the Board.</p> <p>All conference/travel requests for out of state activities must have Superintendent approval and adhere to the limits of budgeted funds. Out of state travel using Federal monies must secure approval from the Pennsylvania Department of Education.</p> <p>Each conference participant must complete the required report form upon returning to the district.</p> <p>The Superintendent or designee shall develop administrative regulations for reimbursement of travel expenses.</p>
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 immediate supervisor.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p> <p>Attendance at approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p>

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Itemized receipts must be submitted for all items. Therefore, receipts must be submitted for room, parking, turnpike tolls, meals, etc.

Each conference participant must complete the required report form upon returning to the district.

References:

School Code – 24 P.S. Sec. 517

Board Policy – 000