



Section ADMINISTRATIVE EMPLOYES

Title JOB RELATED EXPENSES

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

# Lackawanna Trail School District

	<p style="text-align: center;">331. JOB RELATED EXPENSES</p> <p>1. Purpose — Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district, whether within or outside the district, shall be reimbursed in accordance with this policy.</p> <p>2. Guidelines — The validity of payments for job related expenses shall be determined by the Superintendent.</p> <p style="padding-left: 40px;">The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employe is assigned but not between home and school. Use of a personal car for special or emergency purposes is a recognized part of the employe's job responsibilities.</p> <p style="padding-left: 40px;">Use of a personal vehicle for approved school purposes is reimbursable at a rate not less than that established by the IRS per mile. Such use requires that liability insurance in the amount of \$50,000. shall be provided. Whenever the vehicle of an employe is damaged as a result of a collision or accident, the district shall pay only those costs not reimbursed by the employe's insurance carrier.</p> <p style="padding-left: 40px;">Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator if such events are part of district programs or have prior written approval.</p>	<p>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44</p>
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Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.

The Business Manager shall prepare procedures for the reimbursement of travel expenses which shall include:

- I. Each request shall detail the reasons for the expenditure.
2. Under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses. Advances against anticipated travel expenses shall be not be approved.
3. Reimbursable travel shall be by the most direct and economical route.
4. For official travel by other than automobile, the district shall arrange for the purchase of transportation tickets in advance.
5. In all instances of travel and job related expense reimbursement, full itemization of expenditures shall be required and submitted within 45 days after return from the event.
6. Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.
7. Lodging and food are the only reimbursable expenses and the latter shall not exceed \$30. per day. Lodging reimbursement shall be for a single rate only.

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