



Section PROFESSIONAL EMPLOYEES

Title JOB RELATED EXPENSES

LACKAWANNA TRAIL SCHOOL DISTRICT

Adopted

Revised

Lackawanna Trail School District

431. JOB RELATED EXPENSES

1. Purpose

Payment of the actual and necessary expenses, including traveling expenses which any employe of the district incurs in the course of performing services for the district will be made in accordance with this policy.

2. Delegation of Responsibility

The validity of payments for job related expenses shall be determined by the Superintendent, Building Principal and the Business Manager.

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, and if travel is authorized in advance by the Principal and Superintendent. Also, use of a personal car for special purposes is a recognized part of the employe's job responsibilities.

Use of a personal vehicle for approved school purposes is reimbursable to the employe at a rate approved by the Commonwealth or at the rate found in the Lackawanna Trail School District or Lackawanna Trail Education Association (LTEA) contract. Such use shall require maintenance by the employe of liability insurance in the amount of \$100,000-\$300,000.

Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employe if such events are part of the district's programs and written approval has been obtained in advance from the principal and Superintendent.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
15
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



2
3
5
5
7
3
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
45
46
47
48
49
50
51
52
53

Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.

The Superintendent shall prepare regulations for the reimbursement of travel expenses which shall include:

- a. Each reimbursement request shall set forth expenditures and shall itemize expenses.
- b. Under normal conditions, employes traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses. Advances against anticipated travel expenses shall not be approved.
- c. Reimbursable travel shall be by the most direct and economical route.
- d. Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.
- e. Full itemization of expenditures shall be required and submitted within 45 days of the return from the event.
- f. Registration fees, lodging and food are reimbursable expenses and the latter shall not exceed \$30. per day. Lodging reimbursement shall be for single rate only.

All employes traveling outside of northeastern Pennsylvania are required to file a report of the results of such travel with the Superintendent or his/her designee, or one of the principals. The person receiving the report will designate whether the report is to be oral or written. The report will be filed within fifteen (15) work days after returning from the trip.

School Code

SC 517

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

20
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

52
53