

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

331. JOB RELATED EXPENSES

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.

2. Guidelines

The validity of payments for job related expenses shall be determined by the Superintendent.

The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned, but not between home and school and travel is authorized in advance by the Superintendent.

The use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.

Use of a personal vehicle for approved school purposes is reimbursable at the IRS rate.

Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator if approval has been obtained in advance from the Superintendent.

The Superintendent shall report all reimbursed travel outside the district by administrators at the next meeting of the Board.

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

Each request shall reasonably detail the reason for the expenditure.

Under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.

Travel shall be by the most direct and economical route.

<p>School Code 517</p>	<p>For official travel by other than automobile, the district shall arrange for the purchase of transportation tickets in advance.</p> <p>Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.</p>
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