

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 9, 1995

REVISED: January 11, 2007

Palmyra Area School District

531. JOB RELATED EXPENSES	
1. Purpose	<p>Payment of the actual and necessary expenses, including traveling expenses, of any classified employee of the district incurred in the course of performing services for the district, whether within or outside of the district, shall be made in accordance with this policy.</p>
2. Guidelines	<p>The validity of payments for job related expenses shall be determined by the Superintendent.</p> <p>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 immediate supervisor.</p> <p>The use of a personal vehicle for special or emergency purposes is a recognized part of the employee's job responsibilities.</p> <p>Use of a personal vehicle for approved school purposes is reimbursable to the employee at the IRS rate.</p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to the employee if approval has been obtained in advance from the Superintendent.</p>
3. Delegation of Responsibility	<p>The Superintendent shall prepare regulations for the reimbursement of travel expenses which shall include:</p> <p>Each request shall detail the reasons for the expenditure.</p> <p>Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.</p> <p>Travel shall be by the most direct and economical route.</p> <p>In all instances of reimbursement, full itemization of expenditures shall be</p>

required.

Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.