

BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual
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Section: PROFESSIONAL EMPLOYEES

Title: JOB RELATED EXPENSES

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

431. JOB RELATED EXPENSES

- .1 Payment of the actual and necessary expenses, including travel expenses, which any employee of the district incurs in the course of performing services for the district, will be made in accordance with this policy.
- .2 The validity of payments for job related expenses shall be determined by the Superintendent.
- .3 The use of a personal vehicle shall be considered a legitimate job expense if
 - .31 travel is among schools to which the employee is assigned, but not between home and school
 - .32 travel is authorized in advance by the Superintendent.
- .4 Use of a personal vehicle for approved school purposes if reimbursable to the employee at the approved district-wide rate.
- .5 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.
- .6 Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.
- .7 The Superintendent shall prepare regulations for the reimbursement of travel expenses, which shall include:
 - .71 Each reimbursement request shall set forth expenditures and shall itemize expenses.

- .72 Travel shall be by the most direct and economical route.
- .73 For official travel by other than automobile, the district shall arrange for the purchase of transportation tickets in advance.
- .74 Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.
- .75 Expenses shall be limited to \$30.00 plus taxes and tips per day for meals (maximum of \$36.00), and actual, reasonable costs for room and incidentals.