

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: CLASSIFIED EMPLOYEES

Title: JOB RELATED EXPENSES

Date Adopted: August 17, 1981

Date Last Revised: June 16, 2003

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**531. JOB RELATED EXPENSES**

- .1 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 the district, shall be made in accordance with the following guidelines.
- .2 The validity of payments for job related expenses shall be determined by the Business Administrator.
- .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 advanced by the Superintendent or his/her designee.
- .4 Use of a personal vehicle for approved school purposes is reimbursable to the employee at the district-wide per mile rate for travel.
- .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 or his/her designee.
- .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 expense that shall include:
  - .71 Each request shall detail the reasons for the expenditure.

- .72 Travel shall be by the most direct and economical route.
- .73 In all instances of travel reimbursement, full itemization of expenditures shall be required.
- .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 \$36.00), and actual, reasonable costs for room and incidentals.