

BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: June 28, 2004

REVISED:

331. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, of any district administrator that are incurred in the course of performing services for the district shall be reimbursed in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent.
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the responsible supervisor.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the Board.</p> <p><u>Attendance at Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to an administrator if approval has been obtained in advance from the Superintendent.</p> <p>Attendance at district-approved events outside the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.</p> <p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"> 1. Under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds for ordinary expenses. 2. Advances against anticipated travel expenses shall be approved by the Superintendent. 3. Travel shall be by the most direct and economical route.
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| | <ol style="list-style-type: none">4. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.5. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required. |
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