

BRANDYWINE
HEIGHTS AREA
SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES
TITLE: JOB RELATED EXPENSES
ADOPTED: June 28, 2004
REVISED:

	431. JOB RELATED EXPENSES
1. Authority	Payment of the actual and necessary expenses, including travel expenses, that any district employee incurs in the course of performing services for the district will be made 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	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 principal or supervisor. Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board.
SC 517	<u>Attendance at Programs</u> Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if approval has been obtained in advance from the Superintendent or Board. Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance. The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include: 1. Each request shall set forth expenditures and shall itemize expenses, with receipts attached. 2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses. 3. Travel shall be by the most direct and economical route.

431. JOB RELATED EXPENSES - Pg. 2

School Code
517

4. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.
5. Advances against anticipated travel expenses shall be approved by the Superintendent.