

EASTON AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: March 5, 2007

REVISED:

	<p style="text-align: center;">431. JOB RELATED EXPENSES</p> <p>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.</p> <p>2. Delegation of Responsibility The validity of payments for job related expenses shall be determined by the Superintendent.</p> <p>3. Guidelines <u>Use Of Automobiles</u> The district shall reimburse employees for the use of their personal automobiles when used in conjunction with and/or for school business as determined by their supervisors. The rate will be established annually and will not exceed the current federal government stated reimbursement per mile. All trips should be completed in the most direct route to reduce the cost to the district and the taxpayer. A mileage reimbursement form shall be required to initiate such reimbursement. This form, after being approved by the immediate supervisor, shall be filled out monthly and sent to the Assistant to the Superintendent no later than the fifth business day of the month. The payment will be placed on the next regularly scheduled Board agenda for approval by the Board. All requests for payment will not be accepted if more than thirty (30) days in arrears. The only exception to this requirement would be that the individual should not file for reimbursement until at least a minimum dollar amount is requested. June requests should be submitted no later than five (5) business days after the last teacher day for the year. This payment will be paid prior to the end of the fiscal year, or if not paid by then, will be accrued to the fiscal year in which the charge was incurred. Use of a personal vehicle requires maintenance of automobile insurance by the employee.</p>
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