

EASTON AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: May 17, 2007

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><u>Use Of Automobiles</u></p> <p>The district shall reimburse employees for the use of their personal automobiles when used in conjunction with and/or for school business. The rate will be established annually based on the current federal government-stated reimbursement per mile.</p> <p>All trips should be completed in the most direct route to reduce the cost to the district and the taxpayer.</p> <p>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 business office 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.</p> <p>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.</p> <p>Use of a personal automobile requires that liability insurance be provided by the employee.</p>

<p>SC 517</p>	<p><u>Conferences And Visitations</u></p> <p>In support of the belief that the continued growth and development of staff is essential to maintaining a quality educational program within the district, the Superintendent is authorized by the Board to approve attendance at meetings, conferences, conventions, visitations, or seminars according to the administrative guidelines and procedures in effect at the time of such authorization.</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.</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 report all reimbursed travel outside the district by administrators at the next meeting of the Board.</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. Travel shall be by the most direct and economical route.3. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.4. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.
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