

EASTON AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: July 20, 2006

REVISED:

<p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">531. JOB RELATED EXPENSES</p> <p>Payment of the actual and necessary expenses, including traveling expenses, that any district employee incurs in the course of performing services for the district shall be made in accordance with Board policy.</p> <p>The validity of payments for job related expenses shall be determined by the Superintendent.</p> <p><u>Use Of Automobiles</u></p> <p>School district personnel using their personal vehicles in the course of their employment shall be paid an allowance equal to the annually set federal government-stated reimbursement per mile.</p> <p>Employees will be reimbursed upon submission of a properly completed approved mileage sheet.</p> <p>Reimbursement will be made once a month on all claims in excess of \$15.00. Requests for reimbursement for less than \$15.00 should be held until an accumulation of subsequent requests for reimbursement total \$15.00 or more. 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 \$15.00 minimum is requested. All final requests for reimbursements, approved and due, will be paid in June of each year regardless of the amount in order to close the fiscal year.</p> <p>The June request should be submitted no later than five (5) business days after June 30th. Requests for mileage reimbursement received after that date for the prior school year will not be honored.</p>
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