

JOB RELATED EXPENSES - Page 2 of 3

- ✓ Gratuity reimbursement is limited to 15%.
- ✓ Travel shall be by the most direct and economical route.
- ✓ For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.
- ✓ Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.
- ✓ Advances against anticipated travel expenses shall be approved by the business administrator and proper documentation must be submitted immediately upon return to the district.
- ✓ Expense vouchers must be submitted on a monthly basis.
- ✓ The district will not reimburse for non-employee expenses; i.e., spouse, child, etc. Please keep employee expenses separate from non-employee expenses.

REFERENCE

PA School Code 517

STANDARD MILEAGE FOR THE FOLLOWING AREAS

LOCATION	MILES (round trip from District to location and back to District)
Altoona	40
Duncansville	50
Ebensburg	80
Grantville	254
<u>Harrisburg</u>	232
<u>Hershey</u>	256
<u>Hollidaysburg</u>	44
Lancaster	308
<u>Harrisburg</u>	238
Pittsburgh	244
Mechanicsburg	244
<u>Seven Springs</u>	194
Shippensburg	152
State College	64