

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: OCTOBER 11, 2011

Tyrone Area School District

531. 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 building principal, curriculum and instruction director, superintendent and business administrator.
3. Guidelines	<p>District vehicles shall be utilized. Every effort shall be made to car pool when employees are traveling to the same destination. Use of a personal vehicle or traveling separately for any reason must receive prior approval of the building principal with justification submitted with the expense form.</p> <p>If a district vehicle is not available, use of a personal vehicle for approved purposes is reimbursable to the employee at the rate per mile approved by the Board. For reimbursement purposes, a Standard Mileage Distance Chart for frequent destinations is attached to this policy. For all other destinations not listed on the chart, a computer printout from Map Quest must be submitted with the expense form verifying round trip mileage from the school district to the required destination.</p> <p>Use of a personal vehicle requires maintenance of liability insurance by the employee.</p> <p><u>Attendance At Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if a Request to Attend A Conference/Workshop Form has been properly approved by the administration.</p> <p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ul style="list-style-type: none"> ✓ In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required. ✓ Expenses shall be limited to a maximum of \$25.00 per day for meals and hotel/motel accommodation costs must be reasonable.
SC 517	

531. JOB RELATED EXPENSES - Page 2 of 3

- ✓ The district will not reimburse for alcoholic beverages.
- ✓ 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
Harrisburg	232
Hershey	256
Hollidaysburg	44
Lancaster	308
Harrisburg	238
Pittsburgh	244
Mechanicsburg	244
Seven Springs	194
Shippensburg	152
State College	64