



Book	Policy Manual
Section	431 Professional Employees
Title	Job Related Expenses
Code	431
Status	Active
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Last Revised	April 17, 2023

Authority

The Board shall reimburse administrative, professional, and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the district, in accordance with Board policy.[\[1\]](#)

Delegation of Responsibility

The validity of payments for job-related expenses for all district employees shall be determined by the Superintendent or designee.

The Superintendent or designee shall report all reimbursed expenses for travel outside the district by employees on the bills for payments presented at the next Board meeting.

Employees are required to provide adequate documentation of expenses to the Superintendent or designee for approval and reimbursement of job-related expenses, including travel expenses.

Guidelines

The Board shall reimburse staff, who are assigned to work remotely for designated assignments, for actual expenses that are reasonable and necessary expenses incurred by staff in direct consequence or discharge of their assigned duties, approved in advance and in accordance with this Board Policy. Such expenses may include but are not limited to, Internet connectivity, telecommunications services, or physical materials needed to develop and implement instruction or services for students and the district.[\[2\]](#)[\[3\]](#)

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the Superintendent or designee.

Use of a personal vehicle for approved purposes is reimbursable at the rate per mile established by the IRS.

Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Superintendent.

Attendance at approved events outside the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.

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[1. 24 P.S. 517](#)

2. Pol. 309.1

3. Pol. 624

Pol. 626.1