

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 29, 1985

REVISED: April 17, 2002

# OLD FORGE SCHOOL DISTRICT

	<p>531. JOB RELATED EXPENSES</p>
1. Authority	<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>
2. Delegation of Responsibility	<p>The validity of payments for job related expenses shall be determined by the Superintendent and/or Business Manager.</p>
3. Guidelines	<p>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.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the rate per mile approved by the Board.</p> <p>Use of a personal vehicle requires the employee to maintain liability insurance coverage.</p> <p>Whenever the employee's vehicle is used for district travel and is damaged as a result of collision or accident, the district shall pay only those costs not reimbursed by the employee's insurance carrier.</p> <p><u>Attendance at Programs</u></p>
SC 517	<p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if such events are a part of district programs or have prior written approval.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p>

531. JOB RELATED EXPENSES - Pg. 2

<p>School Code 517</p>	<p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"><li>1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.</li><li>2. Travel shall be by the most direct and economical route.</li><li>3. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached.</li></ol>
----------------------------	---