

MUHLENBERG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: January 11, 2012

REVISED:

331. JOB RELATED EXPENSES	
1. Authority SC 517	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.
2. Delegation of Responsibility	<p>The validity of payments for job related expenses for all district employees shall be determined by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop administrative regulations for reimbursement of travel expenses.</p>
3. Guidelines	<p><u>Use Of Personal Vehicles For District Business</u></p> <p>District employees shall be paid travel expenses for use of personal vehicles for district business as authorized by law.</p> <p>Employees shall be reimbursed for mileage at the standard mileage rate established by the U.S. Internal Revenue Service, and actual costs for tolls and parking.</p> <p>Employees shall maintain adequate insurance coverage consistent with the laws of the Commonwealth of Pennsylvania for any personal vehicle used for district business.</p> <p><u>Conventions/Conferences</u></p> <p>The Board recognizes the educational value of staff participation in local, state, and national conventions/conferences and supports the attendance by staff at such meetings.</p> <p>Staff shall be reimbursed for travel expenses in attending out-of-district meetings, conferences, and/or conventions related to district duties.</p>

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Expenses incurred for the personal convenience or entertainment of a staff member during attendance at meetings, conferences, and/or conventions related to district duties shall not be eligible for reimbursement.

No reimbursement shall be made for any expense or expenses unless approved in advance in accordance with administrative regulations, documented and explained on the district issued personal expense form; supported by an itemized, original receipt or receipts; and directly related to the approved event and necessary for the conduct of district business.

References:

School Code – 24 P.S. Sec. 517

Board Policy – 000