

# CENTENNIAL SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: April 12, 2016

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.</p> <p>The Superintendent shall develop administrative regulations for reimbursement of travel expenses.</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 at the rate per mile approved by the Board.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p> <p>All requests to attend overnight conferences require Board approval.</p>
SC 517	<p>Actual and necessary expenses incurred when attending overnight functions shall be reimbursed to an employee once the Business Administrator has confirmed that the submitted expenses are legitimate and are within the budget approved by the Board of School Directors.</p> <p>Attendance at approved events outside the District shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.</p> <p>Mileage reimbursement will be set at the allowable amount established by the IRS and received yearly by Administration.</p>

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References:

School Code – 24 P.S. Sec. 517

Board Policy – 000