SHALER AREA SCHOOL DISTRICT

No: 331

SECTION: ADMINISTRATIVE EMPLOYEES
TITLE: JOB-RELATED EXPENSES
ADOPTED: MARCH 18, 1998
REVISED:

	331. JOB RELATED EXPENSES
1. Purpose	Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy. The validity of payments for job related expenses shall be determined by the Superintendent.
2. Delegation of Responsibility	The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned and travel is authorized in advance by the responsible supervisor. Use of a personal vehicle for approved school purposes is reimbursable at the I.R.S. rate per mile. Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator under the provisions of Board Policy 625 provided approval has been obtained in advance from the appropriate supervisor. Attendance at district approved events outside of the district shall be without loss of regular pay unless otherwise stipulated prior to attendance. cag