

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: September 21, 2006

REVISED:

CARLISLE AREA SCHOOL DISTRICT

431. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including travel expenses, that any district employee incurs in the course of performing services for the district will be made in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent.
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.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the rate per mile designated in the collective bargaining agreement.</p> <p><u>Attendance At Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if approval has been obtained in advance from the Superintendent or designee.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"> 1. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required. 2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses. 3. Travel shall be by the most direct and economical route.
SC 517	

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<p>School Code 517</p>	<p>4. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.</p> <p>Advances against anticipated travel expenses shall be approved by the Superintendent or designee.</p>
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