

# HARRISBURG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: NOVEMBER 19, 2012

REVISED:

<p>1. Authority SC 517</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">331. JOB RELATED EXPENSES</p> <p>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.</p> <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 which shall include procedures for reimbursement of expenses as well as guidelines for staff on reimbursable and nonreimbursable expenses.</p> <p><u>Personal Vehicles</u></p> <p>The use of a personal vehicle shall be considered a legitimate job expense if:</p> <ol style="list-style-type: none"> <li>1. Travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the immediate supervisor or building principal; or</li> <li>2. Use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.</li> </ol> <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>SC 517</p>	<p><u>Attending Conferences, Seminars, Workshops And Other Functions</u></p> <p>Actual and necessary expenses incurred when attending functions outside the district shall be reimbursed to an employee if approval has been obtained in advance from the Superintendent or designee. The Board must also approve all travel to functions outside the Commonwealth of Pennsylvania.</p> <p>The Superintendent or designee may limit the number of persons attending continuing education activities. To be eligible to attend functions, an employee shall meet all of the following criteria:</p> <ol style="list-style-type: none"><li>1. No more than two (2) activities shall be permitted per person, per year.</li><li>2. No more than seven (7) days away from an individual's normal work site shall be approved per person, per school year.</li><li>3. An itemized list of anticipated costs of each activity shall accompany the request. Reimbursement shall not exceed that approved on the request.</li><li>4. Approval shall be based upon the value of the activity to the district's program objectives and the direct relation to the individual's responsibilities.</li><li>5. At a minimum, after returning from said activity, a brief report should be prepared evaluating the worth of the activity, all insights gained, and suggestions for applications for district's programs.</li></ol> <p>Attendance at approved functions shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p><u>Reimbursement</u></p> <p>Requests for reimbursement shall not be honored after the fact.</p> <p>Reimbursement of expenses shall only be made after said individual prepares an itemized verifiable accounting of expenses with receipts attached. No expense shall be reimbursed without a corresponding receipt.</p> <p>Reimbursement is for the customary and ordinary expenses of the school district employee only; guests and/or spouse's expenses are not reimbursable, nor can said expenses be charged to the school district.</p> <p>References: School Code – 24 P.S. Sec. 517 Board Policy – 000</p>
---------------	---