

SHALER AREA SCHOOL DISTRICT

No: 331

SECTION: EMPLOYEES
TITLE: JOB RELATED EXPENSES
ADOPTED: MARCH 18, 1998
REVISED: FEBRUARY 17, 2021

331 – Job Related Expenses	
1. Authority	<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>
2. Delegation of Authority	<p>The validity of payments for job related expenses for all district employees shall be determined by the Director of Business Services.</p> <p>The Superintendent or designee shall develop administrative regulations for approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.</p>
3. Guidelines	<p>The Board shall reimburse staff, who are assigned to work remotely for designated assignments, for actual expenses that are reasonable and necessary expenses incurred by staff in direct consequence or discharge of their assigned duties, approved in advance and in accordance with an individual contract, collective bargaining agreement or Board resolution. Such expenses may include, but are not limited to, Internet connectivity, telecommunications services or physical materials needed to develop and implement instruction or services for students and the district.</p> <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 building principal.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the rate per mile set by the IRS.</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 immediate supervisor.</p> <p>Attendance at approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>References:</p> <p>24 P.S. 517; Pol. 309.1; Pol. 624; Pol. 626.1</p>

