

<b>BLOOMSBURG AREA SCHOOL DISTRICT Policy Manual</b>
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Section: ADMINISTRATIVE EMPLOYEES

Title: JOB RELATED EXPENSES

Date Adopted: August 17, 1981

Date Last Revised: February 18, 2003

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**331. JOB RELATED EXPENSES**

- .1 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.
- .2 The validity of payments for job related expenses shall be determined by the Superintendent.
- .3 The use of a personal vehicle shall be considered a legitimate job expense if
  - .31 travel is among schools to which the employee is assigned, but not between home and school
  - .32 travel is authorized in advance by the Superintendent.
- .4 Use of a personal car for special or emergency purposes is a recognized part of the employee’s job responsibilities.
- .5 Use of a personal vehicle for approved school purposes is reimbursable at the approved district-wide rate.
- .6 Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursable to an administrator if approval has been obtained in advance from the Superintendent.
- .7 Procedures for the reimbursement of travel expenses shall include:
  - .71 Each request shall reasonably detail the reasons for the expenditure.
  - .72 Travel shall be by the most direct and economical route.

- .73 For official travel by other than automobile, the district shall arrange for the purchase of transportation tickets in advance.
- .74 Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.