

Wissahickon School
 District
 Ambler, Pennsylvania 19002

SECTION: BUSINESS
 TITLE: **JOB-RELATED
 EXPENSES**

FIRST READING: January 28, 2002
 SECOND READING: March 11, 2002
 ADOPTED: March 11, 2002
 REVISED:

Actual and necessary expenses, including traveling expenses, of any district employee that are incurred in the course of performing services for the district, whether within or outside the district, shall be reimbursed in accordance with Board policy.

The validity of payments for job related expenses shall be determined by the Business Administrator or designee.

Travel Reimbursement

The use of a personal vehicle shall be considered a legitimate job expense under the following conditions:

1. travel among schools to which the employee is assigned but not between home and school,
2. travel authorized by the employees' immediate supervisor,
3. use of a personal vehicle for school business purposes as a recognized part of the employee's job responsibilities.

Use of a personal vehicle for approved purposes is reimbursable at the established Internal Revenue Service (IRS) rate and adjusted annually to reflect the current IRS allowance.

Attendance at Programs

Actual and necessary expenses incurred due to the attendance at functions outside the district shall be reimbursable to an employee. Reimbursements will be made if:

1. such events are a part of district programs or have prior approval,
2. approval for attendance has been received from the employee's supervisor.

Attendance at district approved events outside the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.

SECTION: BUSINESS

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EXPENSES****Reimbursement of Expenses**

The Business Administrator shall prepare procedures for reimbursement of travel expenses that shall include the following elements:

1. Each request shall be on the approved district forms and must contain a reasonably detailed explanation for the expenditure.
2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
3. Travel and accommodations shall be by the most direct and economical route available.
4. The district shall arrange the purchase of transportation tickets in advance for official travel by other than automobile.
5. Full itemization, with receipts attached, shall be required for all travel and job related expense reimbursements, except for meals.
6. Reimbursement for meals may be submitted to the district under one of the following two options:
OPTION 1: Expenses for meals shall be limited to the IRS guidelines and adjusted annually to reflect the current mid range IRS allowance. (Please check with the business office annually for the IRS- allowance) No receipts are required for meals.
OPTION 2: Reasonable expenses for meals shall be limited to \$50 per day. Mandatory receipts are required for meals.
7. Meals included by conference registrations shall be exempt from the IRS allowance under OPTION 1, or the meal reimbursement plan under OPTION 2. If all meals are not included in the conference registration, meals not provided will be paid in accordance with OPTION 1, at the IRS-allowance or in accordance with Option 2.

Any meal costs incurred when traveling on school business during normal meal hours will be reimbursed at the IRS allowance, under Option 1, or the meal reimbursement plan under Option 2.