



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	TRAVEL AND JOB RELATED EXPENSES
ADOPTED:	8/24/16
REVISED:	

331 - TRAVEL AND JOB RELATED EXPENSES

Section 1. Purpose

The Board shall reimburse administrative employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the District or as a recipient of a federally, funded grant in accordance with Board policy.

Section 2. Definitions

Travel Costs – the expenses for transportation, lodging, subsistence, and related items incurred by an employee who is traveling as a representative of the District or on official business as a grant recipient for Federal Programs.

Section 3. Delegation of Responsibility

The validity for reimbursement of payments for job related expenses for District employees shall be determined by the Superintendent or designee. Claims for reimbursement must be presented on the approved form and bear the signature of the appropriate administrator and the Superintendent.

For costs charged directly to a federal award, documentation must be maintained that justifies participation is necessary to the federal award; and costs are reasonable and consistent with the District’s established policy.

Section 4. Guidelines

a. Travel within the District

1. 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 Superintendent or designee.
2. Mileage expense reports must be submitted by the third business day of the month following the occurrence of mileage. Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per

SC 517
2 C.F.R.
Sec. 200.474 (a)
Pol. 000

Pol. 626

2 C.F.R.
Sec. 200.474 (b)

<p>SC 517</p>	<p>mile approved by the Board. Use of a personal vehicle requires maintenance of liability insurance by the employee.</p> <p>3. Travel to school-related activities such as PTA meetings, Back-To-School Night, parent conferences, athletic events, plays, concerts, banquets, and Board meetings is reimbursable under this policy.</p>
<p>Pol. 626</p>	<p>b. Travel Outside the District</p> <ol style="list-style-type: none"> 1. Actual and necessary expenses incurred when attending functions outside the District shall be reimbursed to an administrative employee if approval has been obtained in advance from the Superintendent or designee. 2. Attendance at approved events outside the District shall be without loss of regular pay, unless otherwise stipulated prior to attendance. 3. Travel shall be by the most direct and economical route. 4. For official travel by other than automobile, the District shall arrange the advance purchase of transportation tickets. 5. Local transportation costs, such as taxi and bus fare for travel to or from an airport or station to business meetings are reimbursable expenses. 6. Cost of a rental car for business travel is allowable only if the nature of the trip or the location of the business to be visited makes the use of public transportation impractical or more expensive. 7. Cost of a hotel room, as directly related and required to meet the business purpose, is allowable. Hotels shall be selected by considering the convenience to the business location and the availability and expense of ground transportation. The most expensive hotels are to be avoided. 8. Cost of meals, including tips, while traveling on business is allowable. Meals should be reasonably priced based on locale. Meal expenses will be reviewed by immediate supervisor and the Director of Finance for excess costs (The purchase of alcoholic beverages is not a reimbursable expense, and is not to be purchased utilizing District funds). 9. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required. 10. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses. Advances against anticipated travel expenses shall be approved by the Superintendent or designee.

References:

School Code – 24 P.S. Sec. 517

2 Code of Federal Regulations – 2CFR. Section 200.474 (a) and (b)

Board Policy 000, 626

Replaces Policy:

8420