

# SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: March 18, 2014

REVISED:

331. JOB RELATED EXPENSES	
1. Authority SC 517	The Board shall reimburse administrative, professional, confidential 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.
2. Delegation of Responsibility	<p>The validity of payments for job related expenses for all district employees shall be determined by the Business Manager.</p> <p>The Superintendent or designee shall develop administrative regulations for reimbursement of travel expenses.</p>
3. Guidelines	<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 immediate supervisor.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the then current IRS rate per mile.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p>
SC 517	<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><u>Professional Membership</u></p> <p>Fees incurred by eligible administrative employees for membership in a professional society or organization shall be reimbursed by the district.</p>

331. JOB RELATED EXPENSES - Pg. 2

The Superintendent or designee shall determine which professional society or organization membership fees shall be eligible for reimbursement.

Such reimbursement(s) shall be based upon established annual funding limits, in accordance with applicable provisions of an administrative compensation plan, individual contract, collective bargaining agreement and/or Board resolution.

References:

School Code – 24 P.S. Sec. 517

Board Policy – 000