

DELAWARE VALLEY SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: FEBRUARY 19, 2014

REVISED: JANUARY 16, 2014

331. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, of any district employee that are incurred in the course of performing services for the district shall be reimbursed in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Business Manager.
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 responsible supervisor.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the rate per mile as per current IRS Standard Mileage Rate.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p> <p><u>Conference Attendance</u></p> <p>Conference attendance requires prior approval by the Superintendent, whether or not a cost is involved. Any conference for which the conferee is to be reimbursed by the school district and that involves overnight travel must be preapproved by the Superintendent. All trips approved by the Superintendent must be brought to the attention of the Board.</p> <p>An Application for Conference Attendance shall be filed with the Superintendent at least one (1) month prior to the regularly scheduled monthly Board meeting that precedes the date of the requested conference.</p>

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Priority considerations in determining conference attendance shall be as follows:

1. Officers of an organization.
2. Persons invited to chair committees, present papers, or give speeches.
3. Persons chosen to receive a particular honor that will bring credit to the school district.
4. Persons who are members of the organization sponsoring the conference.
5. Emergency (example: participation on a state evaluation team).

Advance payment based on estimated cost of the trip is available.

A written report to the Superintendent to include important points will be required of all conferees.

Air and train travel will be reimbursed at coach rate only. All transportation will be reimbursed at the most economical rate, i.e., coach travel or at the per mile reimbursement rate determined by the Board, whichever is the lesser of the two.

Receipts for the following expenses must be attached to the final expense form in order for any individual to receive reimbursement.

1. Registration fees.
2. Lodging fees.
3. Meals.
4. Parking and toll expenses.
5. Plane, train, or bus fares.

When final conference costs are less than an advanced payment, the excess advanced payment will be returned to the business office with the final conference expense form.

Coverage of duties will be required when necessary, as designated by the supervisor, before an employee may leave for a conference to ensure that educational opportunities will not be compromised.