

# SOUTHERN FULTON SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: April 16, 2013

REVISED:

	<p style="text-align: center;">431. JOB RELATED EXPENSES</p> <p>1. Authority Payment of the actual and necessary expenses, including travel expenses, that any district employee incurs in the course of performing services for the district will be made in accordance with Board policy.</p> <p>2. Delegation of Responsibility The validity of payments for job related expenses shall be determined by the building principal.</p> <p>3. Guidelines 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 principal.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the maximum rate per mile allowed by the Internal Revenue Services.</p> <p><u>Attendance At Programs</u></p> <p>SC 517 Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if approval has been obtained in advance from the appropriate supervisor.</p> <p>Attendance at district approved events outside the district shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"><li>1. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.</li><li>2. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.</li><li>3. Travel shall be by the most direct and economical route.</li></ol>
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4. For official travel by other than automobile, the district shall arrange the advance purchase of transportation tickets.
5. Advances against anticipated travel expenses shall be approved by Superintendent.

References:

School Code – 24 P.S. Sec. 517