

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: April 28, 2004

REVISED:

331. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, of any district administrator 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.
2. Delegation of Responsibility	The validity of payments for job related expenses shall be determined by the Superintendent.
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 special or emergency purposes is a recognized part of the employee's job responsibilities.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board or the final rate in place should the IRS discontinue use of a mileage rate.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p> <p>Reimbursement requests for mileage and other job related expenses shall be filed at least on a monthly basis and in a timely fashion so as to ensure that monies are disbursed within a given school year.</p>

<p>SC 517</p>	<p><u>Attendance at Programs/Workshops/Conferences</u></p> <p>The district supports and encourages its staff to attend local and national workshops and conferences. To provide for the orderly processing for reimbursement, the following guidelines should be used:</p> <ol style="list-style-type: none">1. Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to an administrator if approval has been obtained in advance from the Superintendent or Board, in accordance with the provisions of the administrative compensation plan or an individual contract.2. Conference requests should be made at the earliest date possible. Upon Superintendent or Board approval, registration should be completed so that late fees are avoided. No late fees will be paid unless there are extenuating circumstances.3. Attendance at district-approved events outside the district shall be without loss of regular pay unless otherwise stipulated prior to attendance.4. The Superintendent or designee shall report all reimbursed travel outside the district by administrators at the next meeting of the Board. <p>The Superintendent or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none">1. Each request shall reasonably detail the reason for the expenditure.2. Under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds for ordinary expenses.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. In all instances of travel and job-related expense reimbursement, full itemization of expenditures shall be required.6. Those traveling on official business shall exercise the same care in incurring expenses as they would in traveling on personal business.7. Calculated mileage should be based on the distance from the district or the employee's home, whichever is least.
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8. For local workshops or conferences, when lunches are not included in the registration fee, a maximum reimbursement will be established, including gratuity.
9. For conferences outside the local region, i.e., state or national, reimbursement for meals not included in registration should not exceed the established rate per day, plus gratuity.
10. Only non-alcoholic beverages will be considered for reimbursement.

Expense Forms/Accounts -

All expense forms must be completed in ink. Receipts must accompany all expenditures.

Expense accounts must be submitted within fifteen (15) working days of the conference or workshop.