

# HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: April 28, 2004

REVISED:

<p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p> <p>SC 517</p>	<p style="text-align: center;">531. JOB RELATED EXPENSES</p> <p>Payment of the actual and necessary expenses, including traveling expenses, that any district employee incurs in the course of performing services for the district, whether within or outside the district, shall be made in accordance with Board policy.</p> <p>The validity of payments for job related expenses shall be determined by the Superintendent.</p> <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 to the employee at the current IRS rate per mile approved by the Board.</p> <p>Use of a personal vehicle requires the employee to maintain liability insurance coverage.</p> <p><u>Attendance at Programs</u></p> <p>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 Superintendent.</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> <p>1. Each request shall detail the reasons for the expenditure.</p>
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531. JOB RELATED EXPENSES - Pg. 2

School Code  
517

2. Under normal conditions, employees 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. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached.
5. Those traveling on official business shall exercise the same care in incurring expenses as they would in traveling on personal business.