CONNEAUT SCHOOL DISTRICT
DISTRICT ADMINISTRATION OFFICE

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SUPERINTENDENT'S REGULATION

POLICY 331- Job Related Expenses- Employees

Effective November 10, 2017
Revised June 24, 2024

Procedures for reimbursement of the use of a personal vehicle are as follows:

1. Only miles driven between work locations are reimbursable.
2. Miles driven between home and work are NEVER reimbursable.
    a. Exception: If an employee's first stop of the day is to a temporary work location, such as the IU, the employee will be reimbursed at the lesser of the distance it takes to travel from home to that location or the employee's primary workplace to that location. See examples 1 and 2 below.
3. Any miles driven between two work locations are reimbursable. See example 3.
4. If an employee is traveling outside of the metropolitan area, the full amount of the mileage is reimbursable and the calculation listed in 2A does not apply. See example 4.
    a. "Metropolitan Area" shall be defined as a distance of 30 miles extending in all directions from the District's Central Office.
5. All requests for mileage reimbursement must be presented on the District's "Expense Statement" form. Starting and ending odometer readings must be included.
6. Questions regarding procedures for mileage reimbursement should be directed to the Business Office.

Example 1

Sally lives 8 miles from the Intermediate Unit and her work location is 30 miles from the Intermediate Unit. She drives from her home to the IU for a training. Using the calculation listed in item 2A, Sally would be eligible for reimbursement on 8 miles of travel one-way. Travel from the IU back to the primary work location would be fully reimbursable.

Example 2

John lives 20 miles from the Intermediate Unit and his work location is 10 miles from the Intermediate Unit. He drives from his home to the IU for training. Using the calculation listed in item 2A, John would be eligible for 10 miles of travel one-way. Travel from the IU back to the primary work location would be fully reimbursable.

Example 3

Jim arrives to his primary work location and is asked to drive to another school to meet with a parent. Because Jim is traveling from a primary work location to a secondary work location, all miles driven to and from this second location would be reimbursable.

Example 4

Joe lives 6 miles from his primary work location and is traveling to a one-day conference in Hershey. Because Hershey falls outside of the metropolitan area of the District, the provision listed in 2A would not apply and every mile traveled would be reimbursable.

7. All employee requests for meals are for overnight trips exclusively. No reimbursement will be permitted for a day trip. Reimbursement is as follows;
    a. Reimbursement is for the said employee not students or athletes.
    b. The meal reimbursement must be included in the trip request (professional growth, conference request or field trip/student activity trip) which goes to the board for approval.
    c. The allotted maximum amount per day for reimbursement is $60/day.
    d. Reimbursement is to be turned in no later than 30 days from the date of the event.
    e. The receipt must include details of items ordered to include;
        i. the date,
        ii. name of restaurant,
        iii. to be attached to the expense report.
    f. There is no reimbursement for alcohol nor is the alcohol to be listed on the receipt.
    g. Tips are NOT reimbursed and are up to the individual.