

**NORTHERN LEHIGH SCHOOL DISTRICT  
SLATINGTON, PA**

**JOB RELATED EXPENSES**

**To determine validity of payments for job related expenses in accordance with School Board Policy 331, the following criteria are provided:**

**Administrative employees who use a personal vehicle and leave school and return for evening events, or attend events on non-school or non-work days where their attendance is required, will be reimbursed for actual expenses for mileage not to exceed 20 miles round trip. Mileage reimbursement rate shall be that established in the Act 93 Agreement in effect at the time of travel.**

**For travel to and from conferences, workshops, meetings, etc.: (1) For trips less than the distance normally traveled to and from school, no mileage will be reimbursed. (2) Actual mileage to and from destination minus distance normally traveled to and from school will be reimbursed.**

**School administrators may be called upon to provide supporting documentation for actual and necessary job related expenses.**

**Reimbursement for mileage expenses should be sought within 90 days of occurrence. Reimbursement for other job related expenses should be sought within 30 days of occurrence.**

**Questions regarding job related expenses should be directed to the Superintendent.**