NORTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: March 10, 1997

REVISED:

331. JOB RELATED EXPENSES

1. Purpose

Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the district that are incurred in the course of performing services for the district whether within or outside the district, shall be reimbursed in accordance with this policy.

2. Guidelines

The validity of payments for job related expenses shall be determined by the Superintendent.

The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned, but not between home and school, and travel is authorized in advance by the Superintendent.

The use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities.

Use of a personal vehicle for approved school purposes is reimbursable at the rate established in the current Act 93 agreement.

The Superintendent shall prepare procedures for the reimbursement of travel expenses.

School Code
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