

4400 PAYROLL AND REIMBURSEMENT

4420 Travel Allowances

Members of the Board, Superintendent, administrators, and other ~~personnel~~ **employees** (“**school officials**”) shall be allowed the per mile reimbursement as established by the current negotiated agreement, with professional and non-professional staff for all approved trips or other authorized travel for the District, in addition to other necessary expenses for toll, hotel, meals, etc.

Professional and non-instructional personnel attending conferences or meetings approved by the Superintendent shall be reimbursed at the rate established above.

Reimbursement for use of private cars for school business or for transportation to educational meetings, having pre-approval, is made at the rate established above.

The Board, Superintendent or Director of Business Services may authorize that advance payments be made by the proper officer of the District upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred upon return from such conventions, and a refund be made to the District of such funds remaining or an additional payment made to meet the verified expenses actually incurred.

The Superintendent or his/her designee is vested with the authority to grant or deny approval for conferences, meetings and the like and to authorize payment/reimbursement for same; the authority to make approval is limited to the restrictions of the annual budget adopted by the Board. The Superintendent or his/her designee shall have no authority to approve any conference or other item not allocated for in the budget. The Superintendent is **directed authorized** to establish procedures for the accounting of all expenditures for conferences and the like and to establish a procedure that will provide for the monitoring of the quality and usefulness of the conferences, etc., to ensure the appropriate educational objectives are derived therefrom.

Travel Allowances related to Federal Grants

When a travel allowance relates to a federal grant, the District shall reimburse school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient. For purposes of this provision, the term “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are traveling on official business as a federal grant recipient.

School officials shall comply with applicable Board policies and administrative procedures established for reimbursement of travel and other expenses. The validity of payments for travel costs for all school officials shall be determined by the

1 Superintendent or his/her designee. Additionally, the following guidelines shall
2 apply:

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4 **1. Travel costs shall be reimbursed in accordance with the District's travel**
5 **reimbursement policies and administrative procedures.**

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7 **2. Mileage reimbursements shall be at the rate as for other District travel**
8 **reimbursements.**

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10 **3. Actual costs for meals, lodging and other allowable expenses shall be reimbursed**
11 **only to the extent they are allowable under the guidelines governing the federal**
12 **award being charged, are reasonable, and do not exceed any applicable per diem**
13 **limits.**

14
15 **4. All travel costs shall be submitted with an itemized, verified statement prior to**
16 **reimbursement. No advance payments are permitted. In addition, if the costs are**
17 **charged directly to the federal award, documentation must be maintained justifying**
18 **that:**

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20 **A. Participation of the individual is necessary to the federal award.**

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22 **B. The costs are reasonable and consistent with the District's established**
23 **policy.**

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26 Adoption Date - September 13, 1999

27 Revision Date - **May 8, 2017**

28 Review Date -

29 Legal Reference - **2 C.F.R. §200.474**

24 C.F.R. §516.1

24 P.S. §5-517

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32 Cross Reference -