

Pennsbury School District

School Board Policy

Effective Date	Supersedes Index No.	Index No.
6/21/11	5602R of 12/14/87	331.1

Title: Travel and Transportation Expense Account

Purpose: This policy provides authorization for reimbursement of business travel expenses.

This document, Index No. 331.1, replaces the previous Index No. 5602R.

Reference: Administrative Procedure 331.1, *Travel and Transportation Expense Account*

Policy: The mileage reimbursement for in-district and out-of-district business travel using personal vehicles is established at the current Internal Revenue Service Rate used for allowable business travel expenses. This rate will be effective January 1, annually, for reimbursement purposes.

Reimbursement for other in-district and out-of-district business travel expenses, which are valid and properly documented, is authorized. Administrative Procedure 331.1 applies.

**Responsible
Administrator:** Director of Financial Services