

## School Reform Commission



### Policy 324: TRAVEL POLICY FOR DISTRICT EMPLOYEES

#### 1. Purpose:

This policy sets forth the circumstances under which employees of the School District of Philadelphia (the “School District”) will be reimbursed for travel expenses.

#### 2. Definitions:

- (a) Inter-City Travel: Travel outside the geographical limits of the City of Philadelphia (“City”).
- (b) Intra-City Travel: Travel within the geographical limits of the City.

#### 3. Inter-City Travel Permitted:

The School District will **not** pay for or otherwise reimburse employees for inter-city travel costs and related expenses except in the following limited circumstances and **only** if funds are available in the appropriate departmental budget **and** the costs and expenses have received the appropriate supervisory approvals:

- (a) Travel incurred as a result of emergency situations (e.g., major fire or water emergencies, natural disasters);
- (b) Travel to attend a work-related conference **but** only as a member of a committee or to make a presentation;
- (c) Travel specifically required by a grantor to maintain compliance with a grant agreement;
- (d) Travel to accompany student sports teams, forensics or for any purpose of school competition or student learning but only for the necessary and reasonable number of employees;
- (e) Travel required for safety training;
- (f) Travel to maintain direct work-related professional certifications and licenses, provided such training is not available in the City or surrounding areas;

(g) Travel required for participation in the legislative process in Harrisburg, Pennsylvania or in Washington, D.C.; and

(h) Limited instances necessitated by business circumstances subject to the express written advance approval of both the Chief Executive Officer and the Chief Business Officer for reason/s other than those set forth above.

#### **4. Intra-City Travel Permitted:**

Travel within the City is permitted for business-related purposes but only as consistent with this and all other School District policies. In general, employee costs or reimbursement for intra-city travel should be limited to applicable public transit fares or business use of employee's own vehicle at the approved reimbursement rate/mile as adopted by the School District and should not include cost or reimbursement request for meals, entertainment, and any other non-travel expenses.

#### **5. Implementation of the Policy:**

The SRC directs the Chief Executive Officer or her designee to adopt any procedures necessary for full implementation of this policy.