

THE SCHOOL DISTRICT OF  
PHILADELPHIA

No. 331

Section: EMPLOYEES

Title: Employee Travel  
and Expense  
Reimbursement

Adopted: October 1,  
2009

Revised: December 13,  
2018

331 Employee Travel and Expense Reimbursement

**Purpose**

The objective of this policy is to establish policies and procedures governing employee travel and employee reimbursement for reasonable and appropriate work-related expenses incurred by employees while conducting official School District business.

The Employee Travel and Expense Reimbursement policy sets forth the circumstances under which employees of the School District of Philadelphia can be reimbursed and establishes procedures for the use of the School District's Official Travel Agents.

**Definitions:**

**Work-related expenses** are defined as, expenditures for goods (e.g. supplies or merchandise) or incidental services (e.g., rush services) that are essential for doing important School District business.

**Travel expenses** are defined as, expenditures an employee incurs while traveling on official District business either routinely and or out-of-town. Travel expenses can include expenditures for conferences, business meetings, training sessions as well as commuting to multiple work locations (from one work location to another work location between schools and offices). Travel expenses can also include lodging, personal automobile mileage, ground transportation, meals and incidentals in cases where an employee is traveling out-of-town.

**Headquarters** is defined as the place where the employee spends the largest portion of his or her regular work days or working time, or the place to which he or she returns upon completion of special assignments.

**Routine (Inter-City) travel** is defined as, travel outside the geographical limits of the City of Philadelphia although within the states of Pennsylvania, New Jersey and Delaware, less than 150 miles (one way) and does not include an overnight stay.

**Routine (Intra-City) travel** is defined as, travel within the geographical limits of the City of Philadelphia. The first trip and last trip of the day to and from work within City of Philadelphia is not an allowable travel expense.

**Out-of-town travel** is defined as, travel over 150 miles (one-way) or includes an overnight.

**Travel advance** is defined as a disbursement an employee receives prior to traveling out-of-town for the sole purpose of defraying the expenses incurred while traveling on School District business.

**Incidental expenses** are defined as, fees and tips given to porters, baggage carriers, and hotel staff.

### **Reimbursable Expenses**

Employees will only be reimbursed for work-related expenses that are regarded as a necessity and/or are essential to do important official School District business. While work related expenditures for goods and/or incidental services (e.g., supplies, business tools, etc.) are reimbursable, every effort must be made to purchase all merchandise and incidental services through the District's Procurement and Accounts Payable processes. Employees should not regard the employee reimbursement process as an alternative means to purchase merchandise (goods) or incidental services out of the scope of the District's Procurement and Accounts Payable processes.

### **Use of Privately Owned Vehicles (POV) for Travel**

Employees who use their POV to travel on official School District business should generally take the shortest distance to the destination; exceptions may be made when expressways or other highways are more convenient or require less time.

While using an approved POV for official business, employees generally may not use the POV for activities that are outside the scope or specific travel routes and locations of the official District business to be conducted. Non-employees and employees who are performing official business activities may be transported as passengers in a POV. To reduce the risk of liability, it is strongly recommended that only those persons who are on official District business be permitted to ride as passengers in POVs.

### **Authority**

The Superintendent or his/her designee(s) is responsible for authorizing travel on necessary and essential School District business and the subsequent approval of incurred expenditures.

All out-of-town travel for educational personnel must be approved by the applicable education officer (cabinet member) or his/her designee to ensure that the purpose is consistent with the School District's educational goals and focus.

Administrators at the level of Director/Principal and above or his/ her designee shall designate Headquarters for each of their employees.

### **Delegation of Responsibility**

Administrators at the level of Director/Principal and above are considered agents of the Superintendent and they alone have the authority to approve expenditures for the purpose of their direct reports.

### **Legal References:**

Revenue Procedure (Rev Proc.) 2010-51 (Standard Allowance)

General Service Administration (G.S.A. gov.) per diem rates (mileage, meals and incidentals)  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>

### **Related Information:**

Procedure Guidelines for Policy 331, the School District of Philadelphia's Travel and Employee Reimbursement Expenses.