

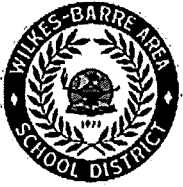
Wilkes-Barre Area School District

730 SOUTH MAIN STREET

WILKES-BARRE, PENNSYLVANIA 18711-0375

SUPERINTENDENT: (570) 826-7111 EXT. 1148 FAX: (570) 819-5010

BOARD SECRETARY: (570) 826-7111 EXT.1162 FAX: (570) 819-5011



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To Whom It May Concern:

The Wilkes-Barre Area School District (the "District") expects and acknowledges that its employees may, at times, incur expenses related to the performance of their specific job responsibilities with the District. The types of business expenses and the District's reimbursement policy related to the business expenses are as follows:

Business Mileage:

Business mileage incurred using a personal vehicle while conducting business on behalf of the District will be reimbursed, up to a **maximum 350 miles per month**, at the standard mileage rates issued by the Internal Revenue Service in effect on the date the business mileage is incurred. Daily commuting miles from the employee's home to the District are not considered business mileage and will not be reimbursed. For reimbursement purposes, the employee must submit a completed and approved "Wilkes-Barre Area School District Mileage Form" detailing the business mileage incurred to the business office. The mileage form must be approved by the employee's supervisor and/or the District Superintendent.

Travel Expenses-General

Travel related expenses for meetings and conferences outside of the District are reimbursable by the District. For reimbursement purposes, the employee must submit a completed and approved "Personal Expense Account" form detailing the travel expenses to the business office. All expenses included on this form must be accompanied by an original receipt as evidence of the expense. The form must be approved by the employee's supervisor and/or the District Superintendent or Business Administrator.

Travel-Meals

The District will reimburse a maximum of \$45 per day for meals incurred while the employee is attending meetings or conferences held outside of the District. Tips should not exceed 15%.

Travel-Lodging

The District will reimburse an employee for the cost of moderately priced lodging accommodations.

Notice of Non-Discrimination

The Wilkes-Barre Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:
The Wilkes-Barre Area School District Superintendent, 730 South Main Street, Wilkes-Barre, PA 18711-0375, 570-826-7111

Travel-Transportation

The District will reimburse an employee for reasonable air, bus, or rail transportation expenses incurred while the employee is attending meetings or conferences held outside of the District. If an employee uses a personal vehicle, the mileage will be reimbursed in accordance with the Business Mileage procedure discussed above, except that the District's "Personal Expense Account" form will be used to document the business mileage and the 350 mile maximum will not apply. In the interest of economy, ride sharing is encouraged.

Union Dues

The District has four unions and an Act 93 Administrative Compensation Plan. These bodies may assess dues on its members. The District does not reimburse an employee for union dues.

Cell Phones

The District does not provide cell phones to its employees nor does it reimburse employees for the business use of cell phones. The District acknowledges that employees may, at their own discretion, use personal cell phones to conduct District business.

Employee Tools and Clothing

The District employs certain trade employees such as electricians, plumbers, carpenters, etc. These employees are expected to own, at the employee's cost, the basic tools and any special and/or protective clothing related to their respective trade for use on District projects. The District does not reimburse employees for basic tools or special and/or protective clothing.