

# A. W. BEATTIE CAREER CENTER

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: December 9, 1999

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APPROVED: March 26, 2015

331. JOB RELATED EXPENSES	
1. Authority SC 517	The Joint Operating Committee (JOC) shall reimburse administrative, professional and classified employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the Career Center, in the accordance with JOC policy.
2. Delegation of Responsibility	<p>The validity of payments for job related expenses for all district employees shall be determined by the Executive Director or Director of Finance.</p> <p>The Executive Director or Director of Finance shall develop administrative procedures and forms for reimbursement of travel expenses.</p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is related to job assignment, but not between home and school, and is authorized in advance by the Executive Director.</p> <p>Use of a personal vehicle for special or emergency purposes is a recognized part of the employee's job responsibilities.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the prevailing IRS rate per mile.</p> <p>When employees are required to travel for legitimate Career Center business, mileage shall be paid on receipt of an expense vouchers listing the trips made.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p> <p>Actual and necessary expenses incurred when attending functions outside the Career Center shall be reimbursed to an employee if approval has been obtained in advance from the Executive Director or JOC.</p> <p>Attendance at approved events outside the Career Center shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p>
SC 517	

331. Job Related Expenses

Each request shall reasonably detail the reason for the expenditure.

Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.

Travel shall be by the most direct and economical route.

For official travel by other than automotive, the district shall arrange the advance purchase of transportation tickets.

In all instances of travel and job related expenses reimbursement, full itemization with receipts attached shall be required.

Those traveling on official business shall exercise the same care in incurring expenses as they would in traveling on personal business.

References:

School Code - 24 P.S. Sec. 517

Board Policy - 000