SECTION:	ADMINISTRATIVE EMPLOYEES
TITLE:	JOB RELATED EXPENSES
ADOPTED:	December 19, 1996
REVISED:	June 27, 2013

ERIE COUNTY TECHNICAL SCHOOL

331. JOB RELATED EXPENSES

1. Purpose

Payment of the actual and necessary expenses, including traveling expenses, of any administrator of the school that are incurred in the course of performing services for the school whether within or outside the school, shall be reimbursed in accordance with this policy.

2. Guidelines

All persons traveling at the school's expense should exercise the same economy as a prudent individual would exercise in traveling on a personal business expense account.

All reimbursement for official travel will be limited to actual and necessary amounts paid by the individual incurring the expense.

<u>Authorization To Travel</u>

Travel within the county is authorized by the Director for the Director and the staff.

Travel outside the county but within a radius of 400 miles of the official headquarters of the county is hereby authorized by the Operating Committee for administrative personnel, administrative staff personnel, specialist personnel and coordination services personnel, for the purpose of implementing the assigned functions as indicated in the job description or as requested by the Pennsylvania Department of Education, however, the approval of the Director shall be secured before travel by the employee may be implemented.

An employee incurring expenses on trips which exceed the distance of a radius of 400 miles must receive prior permission for such travel from the Operating Committee.

<u>Point Of Origin</u>

Distance traveled in the performance of duty shall be measured from the point of origin to the place where duties are performed.

The point of origin for a given trip is usually the employee's official headquarters and reimbursement for travel expense is usually based on this premise. If the place of origin is the employee's place of residence or elsewhere, reimbursement for travel is the lesser of:

1. Cost from headquarters to destination.

2. Cost from place of origin, residence or elsewhere, to destination.

Travel By Personal Automobile

The rate of reimbursement for use of the employee's automobile shall be at the IRS rate approved by the Operating Committee.

If two (2) or more employees travel in an automobile, only one (1) employee may charge for use of the vehicle.

Travel By Public Conveyance

All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel shall be by the most direct route. Transportation cost by bus, train or plane will be reimbursed only when receipts for the costs involved are presented with the expense voucher if personal funds are utilized. The preferred method of payment is the utilization of an ECTS Procurement Card.

Meals And Lodging

Meals and lodging incurred in the process of doing routine business within the county are not reimbursable. Reimbursement for meals incurred may be claimed for luncheon and dinner meetings in which the employee's attendance is required.

Reimbursement for meals and lodging will be limited to actual cost and itemized receipts for lodging and meals must accompany the reimbursement claim if personal funds are utilized. The preferred method of payment is the utilization of an ECTS Procurement Card.

Claims for expenses under the American Plan are allowed when contracted for at the minimum rate, and when incurred by employees residing at the host establishment while attending a conference or a convention on official business.

	Expense Account Limits Total expenses for the fiscal year shall not exceed the amount provided in the budget except that additional expenses may be authorized by the Operating Committee for a special function. Vouchers Travel Voucher Reimbursement Forms are available to all employees on the Forms Index. The travel expense voucher shall indicate the date, location, purpose, number of miles, etc. for each date when expenses were incurred. Itemized receipts as required by this section of policy shall be included with the travel expense voucher. The employee shall complete, sign, and submit one (1) copy of his/her travel expense voucher. Travel expense vouchers must be submitted to the appropriate supervisor's office for approval no later than 60 days after incurring the expense. Expense vouchers shall be presented to the Director for approval before being processed.
School Code 517	