Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
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Authority

The Joint Operating Committee shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses, they incur in the course of performing services for the center (school), in accordance with Joint Operating Committee policy.[1]

Delegation of Responsibility

The validity of payments for job related expenses for all employees shall be determined by the

{ } Administrative Director or designee.

{ } Business Manager.

{ } building administrator.

{X } immediate supervisor.

{X } The Administrative Director or designee shall report all reimbursed expenses for travel outside the center (school) by employees at the next Joint Operating Committee meeting.

The Administrative Director or designee shall develop administrative regulations for **approval and** reimbursement of **job related expenses, including** travel expenses**, which shall require employees to provide adequate documentation of expenses**.

Guidelines

{ } The Joint Operating Committee shall reimburse staff, who are assigned to work remotely for designated assignments, for actual expenses that are reasonable and necessary expenses incurred by staff in direct consequence or discharge of their assigned duties, approved in advance and in accordance with an individual contract, collective bargaining agreement or Joint Operating Committee resolution. Such expenses may include, but are not limited to, Internet connectivity, telecommunications services or physical materials needed to develop and implement instruction or services for students and the center (school).[2][3]

The use of a personal vehicle shall be considered a legitimate job expense if travel is authorized in advance by the

{X } immediate supervisor.

{ } building administrator.

{ } Business Manager.

{X } Administrative Director or designee.

Use of a personal vehicle for approved purposes is reimbursable at the IRS Standard Mileage rate per mile approved by the Joint Operating Committee.

{X } Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses incurred when attending functions outside the center (school) shall be reimbursed to an employee if approval has been obtained in advance from the

{ } Joint Operating Committee.

{X } Administrative Director.

{ } building administrator.

{ } immediate supervisor.

Attendance at approved events outside the center (school) shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

Legal	1. 24 P.S. 1850.1
	2. Pol. 309.1
	3. Pol. 624
	Pol. 626.1