

UPPER BUCKS COUNTY AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: EMPLOYEES
 TITLE: JOB RELATED EXPENSES
 ADOPTED: October 16, 2008
 REVISED:

331. JOB RELATED EXPENSES	
1. Authority SC 1850.1	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 school, in accordance with Joint Operating Committee policy.
2. Delegation of Responsibility	<p>The validity of payments for job related expenses for all employees shall be determined by the Administrative Director or designee.</p> <p>The Administrative Director or designee shall report all reimbursed expenses for travel outside the school by employees at the next Joint Operating Committee meeting.</p> <p>The Administrative Director or designee shall prepare administrative regulations for reimbursement of travel expenses.</p>
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is authorized in advance by the Administrative Director or designee.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Joint Operating Committee.</p> <p>Actual and necessary expenses incurred when attending functions outside the school shall be reimbursed to an employee if approval has been obtained in advance.</p> <p>Attendance at approved events outside the school shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.</p> <p>Travel shall be by the most direct and economical route.</p>

331. JOB RELATED EXPENSES - Pg. 2

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

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

References:

School Code – 24 P.S. Sec. 1850.1