

# NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: PROFESSIONAL EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: October 20, 2011

REVISED:

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|               | <b>431. JOB RELATED EXPENSES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 1. Authority  | <p>Payment of the actual and necessary expenses, including travel expenses, that any employee incurs in the course of performing services for the center shall be reimbursed in accordance with Joint Operating Committee policy.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the rate per mile approved by the Joint Operating Committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2. Guidelines | <p>Use of a personal vehicle for individual assignments, trip or projects will be approved by the Chief School Administrator or designee. Evidence of ownership of the personal vehicle, liability and property damage insurance carried on the vehicle and the extent of the benefit to be derived by the center from the vehicle's use must be presented.</p> <p>Employees who are required, in the course of their work as approved by their supervisor, to drive vehicles as part of their work responsibility, shall be reimbursed at the maximum IRS rate per mile.</p> <p>Guidelines for the use of a personal vehicle and for reimbursement for transportation expenses shall be in accordance with the collective bargaining agreement.</p> <p><u>Attendance At Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside of the attendance area shall be reimbursable to the employee if approval has been obtained in advance from the Administrative Director.</p> <p>Overnight trips requiring reimbursement to staff members will need the approval of the Joint Operating Committee.</p> <p>Attendance at approved events outside the center shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> |
| SC 517        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <p>School Code<br/>517</p> | <p><u>Reimbursement</u></p> <p>The Administrative Director or designee shall prepare procedures for the reimbursement of travel expenses which include:</p> <ol style="list-style-type: none"><li>1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.</li><li>2. Travel shall be by the most direct and economical route.</li><li>3. For official travel by other than automobile, the center shall arrange the purchase of transportation tickets in advance.</li><li>4. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.</li></ol> |
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