NORTHERN SECTION: NON-INSTRUCTIONAL EMPLOYEES

WESTMORELAND TITLE: JOB RELATED EXPENSES

CAREER AND

ADOPTED: October 20, 2011

TECHNOLOGY CENTER REVISED:

## 531. JOB RELATED EXPENSES

1. Authority Payment of the actual and necessary expenses, including traveling expenses, that any

employee incurs in the course of performing services for the center shall be

reimbursed in accordance with Joint Operating Committee policy.

Use of a personal vehicle for approved purposes is reimbursable to the employee at

the rate per mile approved by the Joint Operating Committee.

2. Guidelines 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.

If any employee, with advance approval, is authorized to use his/her personal

vehicle, s/he will be reimbursed at the maximum IRS rate per mile.

Guidelines for the use of a personal vehicle and for reimbursement for transportation

expenses shall be in accordance with an applicable benefits statement.

Attendance At Programs

SC 517 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.

Overnight trips requiring reimbursement to staff members will need the approval of

the Joint Operating Committee.

Attendance at approved events outside the center shall be without loss of regular

pay, unless otherwise stipulated prior to attendance.

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