

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

No. 331

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: October 20, 2011

REVISED: October 15, 2020

331. JOB RELATED EXPENSES

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, in accordance with Joint Operating Committee policy.

Delegation of Responsibility

The validity of payment for job related expenses for all employees shall be determined by the Business Manager.

The Administrative Director or designee shall report all reimbursed expenses for travel outside the center 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 expense 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.

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.

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

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mile approved by the Joint Operating Committee.

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

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.

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

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

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Legal

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