

Book	Policy Manual
Section	300 Employees
Title	Job Related Expenses
Code	331
Status	Active
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### **Authority.**

The Joint Operating Committee shall reimburse administrative, professional, project, 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.[1]

### **Delegation of Responsibility**

The validity of payments for job related expenses for all employees shall be determined by the Administrative Director or designee.

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 school. [2][3]

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 at the current IRS rate per mile approved by the Joint Operating Committee.

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

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

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

Reimbursement to professional employees for noncredit trade courses, workshops and/or seminars shall be made in accordance with Joint Operating Committee policy and the applicable collective bargaining agreement.[4]

Legal

1. 24 P.S. 1850.1

2. Pol. 309.1

3. Pol. 624

4. Pol. 333

Pol. 626.1