

GREATER JOHNSTOWN CAREER & TECHNOLOGY CENTER

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: January 22, 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 center, 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.</p> <p>The Administrative Director or designee shall report all reimbursed expenses for travel outside the center 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.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the current I.R.S. rate per mile, not to exceed eighty (80) miles round trip, approved by the Joint Operating Committee. For trips exceeding eighty (80) miles, a rental car is to be used. Carpooling is required.</p> <p>Employees may be allowed to attend workshops, conventions, or visit other schools provided that:</p> <ol style="list-style-type: none"> 1. The trip is recommended by the responsible administrator and approved by the Administrative Director. 2. Request for the trip is in writing and includes estimated expenses. 3. Adequate substitutes can be obtained.

4. Budget limitations are not exceeded.

Any conference or meetings which require that the participants be out of the center overnight shall have the approval of the Joint Operating Committee if expenses are to be paid out of public funds.

All other items which shall be reimbursed such as meals, lodging, registration, etc., shall be listed with required expenditures. When the total amount of time exceeds one (1) day of absence from their duties, Joint Operating Committee approval will be required.

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

Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.

Travel shall be by the most direct and economical route.

For official travel by other than automobile, the center 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.

Subsistence Reimbursement

Subsistence shall be reimbursed at the actual cost of the meal, up to the following amounts:

1. Breakfast - Eight dollars (\$8.00) each reimbursement; no tips; overnight only with exception of local business meetings.
2. Lunch - Eight dollars (\$8.00) each reimbursement; no tips; overnight only with exception of local business meetings.
3. Dinner - Twenty dollars (\$20.00) reimbursement; no tips; overnight only.

Itemized receipts must be provided for reimbursement.

Meals that are provided at no charge at meetings and conferences may not be claimed for reimbursement.

Lodging Reimbursement

Lodging reimbursement shall be \$100.00 per night, plus tax. Lodging rate allowances are not flat allowances.

Employees shall only be reimbursed for actual expenses incurred.

Copies of the hotel's receipt, hotel order, charge card receipt, etc. must be attached to the form requesting reimbursement.

In some instances when lodging cannot be secured within the established lodging rate allowance, employees may exceed the reimbursement allowance if written documentation is provided on the reimbursement claim form.

Nonreimbursable Expenses

The following out-of-pocket expenses are nonreimbursable expenses:

1. Personal telephone calls.
2. Snacks at other than meal times.
3. Entertainment.
4. Alcoholic beverages.
5. Gratuities.
6. Transportation expenses for other than direct travel from home or office to site of business.

References:

School Code – 24 P.S. Sec. 1850.1