

**EASTERN  
WESTMORELAND  
CAREER &  
TECHNOLOGY CENTER**

SECTION: EMPLOYEES  
TITLE: JOB RELATED EXPENSES  
ADOPTED: FEBRUARY 25, 2015  
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 or designee.</p> <p>The Administrative Director or designee shall develop 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 by the Administrative Director or designee.</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the <b>current IRS</b> rate per mile approved by the Joint Operating Committee.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p> <p>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 Joint Operating Committee or Administrative Director.</p> <p>Attendance at approved events outside the center shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses.</p> <p>Travel shall be by the most direct and economical route.</p>

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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.

References:

School Code – 24 P.S. Sec. 1850.1

Joint Operating Committee Policy – 000