LENAPE TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: JOB-RELATED EXPENSES

ADOPTED: March 15, 2007

REVISED: March 15, 2018

331. JOB-RELATED EXPENSES
(Formerly policies 331, 431 & 531)

1. Authority

The Joint Operating Committee shall reimburse administrative, professional and support employees for the actual and necessary expenses, including traveling expenses, they incurin the course of performing services for the school, in accordance with Joint Operating Committee policy.

2. Delegation of Responsibility

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

The Administrative Director or appropriate personnel designated by the Administrative Director shall develop administrative regulations for reimbursement of travel expenses. If such regulation would include caps on maximum reimbursement (for example, meals), the same must be approved by the Joint Operating Committee.

3. Guidelines

The use of a personal vehicle for approved travel shall be considered a legitimate job expense if the vehicle use is authorized in advance by the Administrative Director.

Use of personal vehicle for approved purposes is reimbursable at the rate per mile approved by the Joint Operating Committee.

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 Administrative Director, and the amount of the actual expense is reasonable.

<u>Attendance at Programs</u>

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

Travel shall be by the most direct and economical route.

For official travel by other than automobile, the school 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. Overnight trips requiring reimbursement to staff members, shall need the approval of the Joint Operating Committee.