

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: October 6, 2008

REVISED:

331. JOB RELATED EXPENSES	
1. Authority	<p>Payment of the actual and necessary expenses, including traveling expenses, of any administrator that are incurred in the course of performing services for the school shall be reimbursed in accordance with Joint Operating Committee policy.</p> <p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the rate per mile approved by the Joint Operating Committee.</p>
2. Delegation of Responsibility	<p>The validity of payments for job related expenses shall be determined by the Director.</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>Actual and necessary expenses relating to attendance at functions outside the school shall be reimbursable to an administrator if approval has been obtained in advance from the Director or Joint Operating Committee.</p> <p>Attendance at approved events outside the school shall be without loss of regular pay unless otherwise stipulated prior to attendance.</p> <p>The Director shall prepare procedures for reimbursement of travel expenses which include:</p> <ol style="list-style-type: none"> 1. Travel shall be by the most direct and economical route. 2. Under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses. 3. In all instances of travel and job related expense reimbursement, full itemization of expenditures with receipts attached shall be required. 4. Meals will only be reimbursed when travel requires an overnight stay. 5. All persons traveling at the school's expense should exercise the same economy as a prudent person would in traveling on personal business.
SC 517	

First Reading: September 8, 2008