

SUN AREA TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: April 18, 2002

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 center, 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 current IRS rate per mile approved by the Joint Operating Committee. If a center vehicle is available, but the employee prefers to use his/her own vehicle, the use is reimbursable 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 Administrative Director.</p>
3. Guidelines	<p>Center vehicles should be used for all school purposes. If a center vehicle is not available then the use of a personal vehicle shall be considered a legitimate job expense if:</p> <ol style="list-style-type: none"> 1. Travel is among schools to which the employee is assigned. 2. Travel is authorized in advance by the Administrative Director. 3. Use of a personal car for special or emergency purposes is a recognized part of the employee's job responsibilities. 4. Travel for other approved purposes such as the cooperative program. <p><u>Attendance at Programs</u></p>
SC 517	<p>Actual and necessary expenses incident to attendance at functions outside the center shall be reimbursable to an administrator if such events are part of school programs or approval has been obtained in advance from the 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>

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Reimbursement

The Administrative Director is authorized by the Joint Operating Committee to approve attendance at meetings and conferences providing monies are available within the approved budget.

A conference shall be defined as an event conducted by a state-wide or national organization which requires the employee's attendance for more than a two-night period.

The Joint Operating Committee shall approve conferences for the Administrative Director.

The Administrative Director or designee shall prepare procedures for reimbursement of travel expenses which include:

1. Each request shall reasonably detail the reason for the expenditure.
2. Under normal conditions, administrators traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
3. Advances against anticipated travel expenses shall be approved by the Administrative Director provided a request is made with sufficient lead time given so that policy for issuance of checks may be followed.
4. Travel shall be by the most direct and economical route.
5. For official travel by other than automobile, the center shall arrange the purchase of transportation tickets in advance. If the employee desires to use his/her own vehicle instead of public transportation where public vehicle transportation would be feasible, then the reimbursement for travel shall not exceed the cost for air coach or tourist class.
6. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.
7. Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.

Expense money for attendance at a conference or other job-related function may be subject to a condition that the employee agrees to remain with the center for the entire following school year.

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If the employee terminates his/her employment prior to the end of the following school year, s/he must return such money received and by signing the expense form authorizes the center to deduct the actual amount from the final salary check. If the check is not sufficient, the employee agrees to reimburse the center for the difference within sixty (60) calendar days of the last day of employment.

This policy is not applicable to those persons voluntarily terminating their employment on the request of the Joint Operating Committee or its authorized representatives or whose services are terminated by official action of the Joint Operating Committee.