

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: August 17, 2006

REVISED:

<p>1. Authority</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p> <p>SC 517</p>	<p style="text-align: center;">331. JOB RELATED EXPENSES</p> <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> <p>The validity of payments for job related expenses shall be determined by the Administrative Director.</p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is authorized in advance by the responsible supervisor.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee.</p> <p><u>Attendance At Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the school shall be reimbursable to an administrator if approval has been obtained in advance from the Administrative 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><u>Reimbursement</u></p> <p>The Administrative Director or designee shall prepare procedures for reimbursement of travel expenses which include:</p> <ol style="list-style-type: none"> 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.
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	<ol style="list-style-type: none">3. Travel shall be by the most direct and economical route.4. In all instances of travel and job related expense reimbursement, full itemization with receipts attached shall be required.
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