

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 18, 2004

REVISED: August 17, 2006

531. JOB RELATED EXPENSES	
1. Authority	<p>Payment of the actual and necessary expenses, including traveling expenses, that any employee incurs 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 current IRS rate per mile.</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>The use of a personal vehicle shall be considered a legitimate job expense if travel is not between home and school and is authorized in advance by the immediate supervisor.</p> <p><u>Attendance At Programs</u></p> <p>Actual and necessary expenses incident to attendance at functions outside the school may be reimbursable to the employee if approval has been obtained in advance from the Administrative Director.</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 the reimbursement of travel expenses which include:</p> <ol style="list-style-type: none"> 1. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses. 2. Travel shall be by the most direct and economical route.
SC 517	

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School Code 517	3. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached.
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