

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: November 18, 2004

REVISED: August 17, 2006, January 18, 2024

	531. JOB RELATED EXPENSES
1. Authority	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.
2. Delegation of Responsibility	The validity of payments for job-related expenses shall be determined by the Administrative Director.
3. Guidelines	<p>The use of a personal vehicle shall be considered a legitimate job expense if travel is for the purpose of responsibilities to which the employee is assigned and is beyond the employee's regular commute to CCTI; compensation is not authorized between home and school. On general, travel shall be authorized in advance by the individual's direct supervisor. Use of a personal vehicle for approved school purposes is reimbursable to the employee at the applicable IRS rate.</p> <p>Use of a personal vehicle requires maintenance of liability insurance by the employee.</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 employee's direct supervisor or 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.
SC 517	

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<p>School Code 517</p>	<ol style="list-style-type: none">2. Travel shall be by the most direct and economical route.3. For official travel by other than automobile, the school shall arrange the purchase of transportation tickets in advance.4. In all instances of travel and job-related expense reimbursement, full itemization with receipts attached shall be required. <p>Those on travel shall exercise the same care in incurring expenses that they would in traveling on personal business.</p>
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