

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES**

TITLE: JOB RELATED EXPENSES

ADOPTED: NOVEMBER 20, 2002

REVISED: JUNE 18, 2014

331. JOB RELATED EXPENSES	
1. AUTHORITY	Payment of the actual and necessary expenses, including traveling expenses, of any administrator that are incurred in the course of performing services for the intermediate unit shall be reimbursed in accordance with Board policy.
2. DELEGATION OF RESPONSIBILITY	The validity of payments for job related expenses shall be determined by the Executive Director.
3. GUIDELINES	<p>Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the Board.</p> <p>All employees claiming expenses for the use of their personal automobiles must be legally licensed drivers and must be able to furnish proof of liability insurance. All distance claimed must be explained if in variance from established mileage.</p> <p><u>Attendance at Programs</u></p> <p>Payment for all travel and other expense shall be made only as authorized by the Executive Director or his/her delegated intermediate unit staff representative.</p> <p>The only acceptable expense within the intermediate unit will be approved travel and other costs which are required: i.e. registration fees, fixed meal costs at meetings, etc. at the rate approved by the Board.</p> <p>All out of town accommodations shall be approved by the immediate supervisor prior to official permission to attend a respective function.</p> <p>Receipts for hotels/motels, parking or travel fees, etc., shall be attached to the request for reimbursement.</p> <p>All persons traveling at intermediate unit expense must exercise reasonable care in all expenditures. The Executive Director retains the right to reject and/or modify costs.</p>

POL. 333

If possible, vouchers should be submitted during the first week of each month for the previous month's expenditures.

Attendance at events outside the intermediate unit shall be without loss of regular pay unless otherwise stipulated prior to attendance.

The Board may provide funds in the annual educational plan and budget for personnel development.

