

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: PROFESSIONAL EMPLOYEES
TITLE: JOB RELATED EXPENSES
ADOPTED: NOVEMBER 20, 2002
REVISED: SEPTEMBER 24, 2014**

431. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including travel expenses, that any professional employee incurs in the course of performing services for the intermediate unit will be made in accordance with Board policy.
2. Delegation of Responsibility	<p>The validity of payments for job related expenses shall be determined by the Executive Director.</p> <p>The Executive Director shall be responsible to recommend to the Board for approval requests of personnel to participate in developmental opportunities requiring expenditure of intermediate unit funds.</p>
3. Guidelines	<p>Use of a personal vehicle for approved purposes is reimbursable to the employee at the current IRS rate per mile. When available, employees will use the Intermediate Unit vehicle.</p> <p><u>Attendance at Programs</u></p>
SC 517	<p>Actual and necessary expenses incident to attendance at functions outside the district shall be reimbursed to the employee if approval has been obtained in advance from the appropriate supervisor.</p> <p>Attendance at intermediate unit approved events outside the intermediate unit shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>The Executive Director or designee shall prepare procedures for reimbursement of travel expenses which shall include:</p> <ol style="list-style-type: none"> 1. Each request shall set forth expenditures and shall itemize expenses, with receipts attached. 2. Travel shall be by the most direct and economical route. <p>The Board may provide funds in the annual educational plan and budget for personnel development.</p>