

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: LUZERNE INTERMEDIATE
UNIT EMPLOYEES-
SUPPORTIVE SERVICES**

TITLE: JOB RELATED EXPENSES

ADOPTED: NOVEMBER 20, 2002

REVISED: OCTOBER 22, 2014

531. JOB RELATED EXPENSES	
1. Authority	Payment of the actual and necessary expenses, including traveling expenses, that any classified employee incurs in the course of performing services for the intermediate unit shall be made 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>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned programs, and is authorized in advance by the immediate supervisor.</p> <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>Use of a personal vehicle requires the employee to maintain liability insurance coverage.</p> <p><u>Attendance at Programs</u></p>
SC 517	<p>Actual and necessary expenses incident to attendance at functions outside the intermediate unit shall be reimbursed to the employee if approval has been obtained in advance from the appropriate administrator.</p> <p>Attendance at 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. Travel shall be by the most direct and economical route. 2. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached.