LEBANON COUNTY CAREER AND TECHNOLOGY CENTER

Section: PROFESSIONAL EMPLOYEES

Title: JOB RELATED EXPENSES

Adopted: February 20, 1996

Revised:

	426. JOB RELATED EXPENSES	
1. Purpose	Payment of the actual and necessary expenses of any professional employee of the school that are incurred in the course of performing services for the school, whether within or outside the school, shall be reimbursed in accordance with this policy.	
2. Guidelines	The validity of payments for job related expenses shall be determined by the Administrative Director or his designee. School owned vehicles should be used whenever possible. The use of a private auto shall be considered a legitimate job expense if it is a recognized part of the employee's job responsibilities. Authorized travel by private auto shall be paid at the rate established by the IRS. Expenses for commercial transportation will be paid by the Joint Operating Committee provided the expenses are reasonable, submitted on the proper form with receipts and approved by the Administrative Director or his designee. Expenses for registration, lodging and meals will be paid by the Joint Operating Committee provided the expenses are reasonable, have been submitted on the proper form with receipts and approved by the Administrative Director or his designee. ***Refer to Policy 325 for "Monthly Expense Voucher".***	SC 517