

**CHESTER COUNTY
INTERMEDIATE
UNIT 24**

SECTION: EMPLOYEES
TITLE: JOB RELATED EXPENSES
ADOPTED: JULY 21, 2010
REVISEED: MAY 20, 2020

331. JOB RELATED EXPENSES

Policy Section	Policy Description
1. Authority	<p>The Board shall reimburse employees for appropriate expenses incurred in the course of employment. Expenses will normally occur while an employee is away from his/her workstation. Reimbursement may include travel expenses, the cost of lodging and food, and other actual and necessary costs associated with performing Intermediate Unit business.</p> <p>Legal Reference: SC 517</p>
2. Definition	<p>A workstation is the location in which an administrator, supervisor, project staff member, itinerant staff member or other employee has an established office that is considered the employee's primary location. A workstation can be the Educational Service Center, a school, or any other facility or location operated by the Intermediate Unit. Each employee has a workstation. Employees cannot be reimbursed for mileage to and from their workstation for normal daily work. Unless otherwise agreed to, employees, including itinerant employees, will be reimbursed for employment-related mileage incurred after reaching the first worksite on any given day.</p>
3. Delegation of Responsibility	<p>It shall be the responsibility of the direct supervisor and division director to determine that all requests for expenses and other reimbursement are reasonable and legitimate.</p> <p>The executive director or designee shall create an administrative regulation for reimbursement of job related expenses.</p>
4. Guidelines Authorization for Travel	<p>Overnight travel, except that which is part of a routine job assignment, must be preapproved by the direct supervisor and division director. If total expenses are expected to exceed the amount designated by the Intermediate Unit, preapproval by the Board is required.</p> <p><u>Personal Automobiles</u></p>

Employees will be reimbursed for personal automobile use that is necessary in the performance of their jobs. The per mile rate for reimbursement will be consistent with the rate published by the IRS.

Incidental expenses incurred when traveling by automobiles, including parking fees and tolls, are reimbursable and should be supported by receipts whenever practical. Incidental expenses in excess of the amount per day designated by the Intermediate Unit must be supported by receipts.

Travel reimbursement for staff will begin after the employee has reached his/her workstation or his/her first assignment of each day, and shall end at the last assignment of the day. Mileage costs will not be reimbursed to or from the staff's workstation and place of residence.

Mileage incurred during a second trip for business purposes between an employee's home and workstation or any work site in a day is reimbursable with the prior approval of the employee's supervisor.

Employees working on special assignments, whose first or last work site is farther from the employee's home than their assigned workstation, are eligible to receive reimbursement for the difference in mileage between the first or last work site and the assigned workstation with the prior approval of their supervisor.

Lodging

Expenses for lodging must be consistent with the rates charged in the area in which the accommodation is located and must be supported by receipts. Normally, reimbursement will not be paid for lodging within fifty (50) miles of an employee's workstation. Exceptions may be granted when the nature of the work, meeting or conference involves early morning or late evening activities of a professional nature.

Public Carriers

When public carriers other than a taxi cab, subway or intraurban bus are used, receipts must be submitted to support the reimbursement request.

Meals

Meals purchased while on Intermediate Unit business away from the workstation or worksite are reimbursable. The cost of meals must be consistent with normal costs in the area in which meals are purchased. Meal purchases should be supported by itemized receipts. When receipts for the purchase of meals are unavailable, a statement indicating the location of the purchase and amount must be attached to the request for reimbursement. The purchase of alcoholic beverages is not reimbursable.

Lodging

Expenses for lodging must be consistent with the rates charged in the area in which

the accommodation is located and must be supported by receipts. Normally, reimbursement will not be paid for lodging within fifty (50) miles of an employee's workstation. Exceptions may be granted when the nature of the work, meeting or conference involves early morning or late evening activities of a professional nature.

Actual Expenditures

Reimbursement, other than for mileage, will be made only for actual expenditures. Whenever possible, expenditures should be supported by receipts showing the amount paid on what dates and to whom. This policy does not provide or authorize per diem travel expense payments.

Conferences

The Board may appropriate funds to pay expenses for participation in clinics, workshops, conferences, seminars and conventions by Intermediate Unit staff. The direct supervisor and division director shall be responsible to approve requests of staff to participate in these activities. When the expected cost of participation is expected to exceed the amount designated by the Intermediate Unit, the Board shall approve participation.

Employees who participate in these activities may be required to report on the activity and share information with other employees.

Actual Expenditures

Reimbursement, other than for mileage, will be made only for actual expenditures. Whenever possible, expenditures should be supported by receipts showing the amount paid on what dates and to whom. This policy does not provide or authorize per diem travel expense payments.

Completion of Travel Expense Voucher

Vouchers for expenses incurred are to be submitted to the appropriate supervisor for approval as follows:

- July to September Travel - due by October 15
- October to December Travel - due by January 15
- January to March Travel - due by April 15
- April to June Travel - due by July 15

Vouchers submitted after August 1 for work-related expenses incurred during the preceding fiscal year, must be approved by Executive Director or designee for reimbursement.

Vouchers submitted after September 30 for expenses incurred in any preceding fiscal year will not be reimbursed.

References:	Business office staff will review and verify all staff travel expense vouchers. School Code – 24 P.S. Sec. 517 Board Policy – 000 Administrative Regulation 331.02 Staff Travel
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