MONTGOMERY COUNTY INTERMEDIATE UNIT #23

SECTION: EMPLOYEES

TITLE: JOB RELATED EXPENSES

ADOPTED: MAY 26, 2010

REVISED:

	331. JOB RELATED EXPENSES
1. Authority Sc 517	The Board shall reimburse administrative, professional and support employees for the actual and necessary expenses, including travel expenses they incur in the course of performing services for the Intermediate Unit, in accordance with Board policy.
2. Delegation of Responsibility	The validity of payments for job related expenses for all Intermediate Unit employees shall be determined by the Executive Director or designee. The Executive Director or designee shall develop administrative regulations for reimbursement of travel expenses.
	<u>Work Related Travel/Conference Attendance</u>
SC 517	Actual and necessary expenses incurred when attending functions outside the Intermediate Unit shall be reimbursed to an employee if approval has been obtained in advance from the Board. Requests for employee travel will be considered in terms of the value to the employee's professional development and/or the Intermediate Unit program. Conference attendance may be limited by fiscal constraints**.** Attendance at approved events outside the Intermediate Unit shall be without loss of regular pay, unless otherwise stipulated prior to attendance. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds for ordinary expenses. Travel shall be the most direct and economical route. In all instances of travel and job related expense reimbursements, full itemization with receipts attached shall be required, and shall be submitted in a timely manner. References: School Code – 24 P.S. Sec. 517 Board Policy – 000, 333