

EXPENSE AUTHORIZATION/REIMBURSEMENT

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed voucher and any supporting receipts required by the business office.

These expenses must be authorized and approved in advance in line with budgetary allocations for specific types of expenses.

Only expenses for professional travel will be reimbursed within district guidelines when the travel has the advance authorization of the principal, director/supervisor and the superintendent or his/her designee.

Mileage will be reimbursed at the current IRS business travel rate.

Expenses within district guidelines will be paid provided that persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

First Reading: 10-5-20
Second Reading: 11-2-20