EXPENSE AUTHORIZATION/REIMBURSEMENT

REIMBURSEMENTS:

Expenses as outlined in the district guidelines will be reimbursed, 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 District business and those for personal convenience. Reimbursement of expenses will be issued through payroll once an itemized receipt has been turned in.

Expenses must be authorized and approved in advance and in line with budgetary allocations for specific types of school-related expenses.

TRAVEL:

District staff members should use district-owned vehicles. A driving record check will be completed on all staff using district-owned vehicles, and completion of any other district requirements.

Staff members shall not use their private vehicles to transport students except in cases of hardship or emergency. In general, should the need arise to transport a student in a district-owned vehicle, such a request should be made to the Transportation Department. In any case, there must always be two adults present in the vehicle except in an emergency or pursuant to guidelines for bus drivers.

With the exception of in-district approved travel, staff should request transportation through the transportation department when traveling for approved school district business. If a district-owned vehicle is not available, the staff member shall be reimbursed at the federal rate if they have to use their personal vehicle. Mileage will not be paid to individuals who elect to use a personal vehicle when a district vehicle is available or when busing is provided or with prior approval. The total compensation will not exceed the cost of the district offered transportation. Staff members utilizing their personal vehicle for official school business shall maintain liability insurance.

First Reading: 9-15-25
Second Reading: 10-6-25