

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 may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed within district guidelines when the travel has the advance authorization of the principal or the Superintendent. Principals may grant this authorization without prior approval of the Superintendent when the travel expense has been anticipated and incorporated into the optional budget of the particular program involved. Reimbursement for mileage shall be based on current state transportation guidelines.

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.

Adopted: 11/12/84
Revised: 11/08/93
Revised: 6/23/08
Revised: 8/9/10