

**Policy: DKC**

**EXPENSE AUTHORIZATION/REIMBURSEMENT**

The same general policy shall apply to all school District personnel and to District officials (Board members) in regard to reimbursement of expenses.

- A. Personnel and District officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved voucher and/or such supporting receipts as required by the administrator responsible for business affairs. Vouchers and/or receipts must be submitted within the fiscal year that the expense is incurred and in any case no more than 120 days from the date expenses are incurred
- B. Such expenses shall be approved in advance and incurred within the budgetary allocations for the specific types of expenses.
- C. When travel by a personally owned vehicle has been authorized, mileage payment will be made at the current rate approved by the Internal Revenue Service.
- D. Travel expenses, as authorized in the current school budget, may be advanced to representatives of the District. Reimbursement is expected to cover the necessary costs for attendance at the meeting/seminar/conference, but shall not include costs beyond those reasonably required.

Adopted: August 20, 2004