

Burr Oak Community Schools
Expense Reimbursement Policy

Employee Reimbursement for Expenses—

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses incurred by the employee in the performance of a public purpose authorized, in advance, by the administration.

Payment and reimbursement rates for meals, lodging, and mileage shall be approved by the Board annually. The Board has authorized the mileage reimbursement rate to comply with Federal IRS mileage rates published each year.

Employees are expected to use care in incurring travel expenses. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed. Such expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment, meals, and lodging of spouses or guests.

In the event an employee shall make purchases on behalf of the school using his or her own funds, the employee will be required to submit proof of all expenditures. This will include receipts, charges, etc. excluding any sales tax paid by the employee in the transaction. The Superintendent will authorize and approve prior payments or reimbursement of expenses.