

EXPENSE REIMBURSEMENTS

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. Personnel and officials who have received prior approval from the Superintendent will be reimbursed for reasonable expenses by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs.
2. Official travel in a personally owned vehicle has been authorized, the mileage will be reimbursed at the IRS allowable rate.

Adoption date: December 7, 1993

Effective date: December 7, 1993