

EXPENSE AUTHORIZATION/REIMBURSEMENT

The same MSAD #11 general policy shall apply to all school system personnel and to District officials (Board members) in regard to reimbursement of expenses.

- A. Personnel and MSAD #11 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 Business Manager. Vouchers and/or receipts must be submitted within 60 days of 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 on January 1st and July 1st of each year.
- 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: Prior to 1985

Revised: June 5, 1986; January 7, 1993; December 6, 2005; May 6, 2010;
April 5, 2018; March 2, 2023