Expense Reimbursement and Credit Cards (See CG, GAN and KB) CEF CEF

The superintendent's use of a district motor vehicle and a district credit

card shall be confined to necessary school business. The board shall annually

prescribe limits and restrictions on the use of credit cards and shall monitor

monthly receipts and reimbursement expenses.

All rewards points or cash back payments earned using district credit

cards are district property and shall be either applied to future district credit

card purchases or remitted to the district treasurer for accounting and deposit.

Expenses for district travel in personal vehicles or extended travel

incurred in the performance of official duties shall be reimbursed in accordance

with the provisions of GAN.

Approved: 7/24/17

KASB Recommendation -6/01; 7/02; 4/07; 6/15; 4/16

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