

**GAN Travel Expenses (See BBBF, CG, CEF, GBRC and GCA)**

**GAN**

The district will reimburse employees for reasonable and necessary expenses incurred in the course of district business. Reimbursement shall be only for expenses within guidelines developed and administered by the superintendent or designee. All district employees shall exercise good judgment in spending public funds.

However, except in cases of emergency, all potential business expenses must be pre-approved by the employee's immediate supervisor. Reasonable expenses incurred by employees in the performance of their duties generally include transportation, travel expenses and business meals.

All business expense reimbursement forms must be approved in writing by the requesting employee's supervisor and building administrator, if applicable. Employees with reimbursable expenses must submit approved reimbursement forms, along with itemized and dated receipts, to accounts payable prior to the end of the month in which the expenses were incurred. Only the superintendent or his/her designee can authorize exceptions to this policy. Business expense and reimbursement forms may be obtained from the supervisor, the business office or the business office website.

Expense policies are set in accordance with applicable law, and, accordingly, expense reimbursements are not considered compensation in any way.

Approved: 7/24/17

KASB Recommendation - 2/98; 7/03; 4/07; 4/16