

## **General Personnel**

### **Expenses**

**Please refer to the following current agreements:**

**Harvey Public Schools District 152 Board of Education and Harvey Education Association, IEA-NEA Master Contract.**

**Collective Bargaining Contract between Board of Education - Harvey Public Schools District 152 and The Harvey Educational Support Personnel Association (HESPA), IEA-NEA.**

**Agreement between The Board of Education Harvey School District 152 and Service Employees International Union, Local 73, CTW.**

**For employees not covered by this agreement:**

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties, provided the expenses have been approved by the Superintendent or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board in its regular bill process.

LEGAL REF.: 105 ILCS 5/10-22.32.

ADOPTED: April 16, 2014