

Employee Expense Authorization/Reimbursement

Subject to review by the Board and this policy, the executive director or designee shall establish rates for reimbursement to employees for expenses incurred in the performance of their duties. Reimbursement may be up to, but not exceeding, allowable BOCES expenses. Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the BOCES upon submission of a properly filled out and approved expense form, and all supporting itemized receipts as required by the BOCES business office.

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses and program area. For meal reimbursement when traveling, employees will be limited to the maximum amount per meal as indicated on the Expense Record Form, DKC-E-1 regardless of the amount of the meal purchased.

All expenses for which reimbursement is made shall have approval of the executive director or designee. It is expected in most instances that reimbursements are approved prior to the expense as indicated on the Expense Record Form, DKC-E-1.

(Adopted April 25, 2016)

LEGAL REF.: C.R.S. 24-18-104 (3)(d),(e) (*code of ethics – rules of conduct – permissible payments and reimbursement*)