

TRAVEL EXPENSE REIMBURSEMENTS

School district personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the school district upon submission of a properly completed and approved voucher and such supporting receipts as required by the business administrator. All expenses must have prior approval and be in line with budgetary allocations for the specific type of expense. Prior approval may require school board approval.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the school board.

Adopted 1999

