

EXPENSE REIMBURSEMENT

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the Superintendent.
2. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.
3. When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

If an employee is required to attend a meeting or workshop as a compulsory part of his job, or is sent by the school officials on an errand for the school, the school will either furnish transportation or mileage will be allowed. Necessary meals and lodging of a reasonable price will be allowed where applicable.

For other trips or errands, if an employee making the trip for personal reasons is asked to do an errand for the school while he is there, he may be allowed expenses for the extra mileage required by the school errand, but not for the whole trip.

Requests must be approved by the Superintendent in advance and expense vouchers filled out and signed upon the return from the trip. Supporting bills or invoices must be included where applicable.

If it is not compulsory for an employee to attend a school-related function in another town, but the employee would like to attend, he shall pay his own expenses.

Adopted: 6/17/80

CROSS REF.: [EEBB](#), Use of Private Vehicles on School Business