POLICY

2011 5510

Non-Instructional/Business Operations

SUBJECT: APPROVABLE EXPENSES

School District employees, officials and members of the Board of Education will be reimbursed for reasonable out-of-pocket expenses incurred while traveling for school related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Mileage will be paid at the rate fixed annually by the Board. Tax exemption certificates shall be issued and utilized as appropriate.

The Superintendent of Schools shall determine, in the first instance, whether attendance by the District staff at any conference or professional meeting is in the best interest of the District and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the District Office for review.

Adopted: 6/15/11