REIMBURSEMENT OF EXPENSES 4230

District 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 Director of Business Services. Such expenses may be incurred in line with budgetary allocations for the specific type of expenses, provided prior approval for such expenses has been granted by the Superintendent.

When official travel by personally owned vehicles has been authorized, mileage shall be made at a rate currently approved by the Board.

Cross Reference:

Policy 4131 Certified Staff Development Opportunities – Professional Conferences

Approved 4/28/1981

Amended: November 17, 2015Previous Policy Number: DH

Approved 11/17/2015
Previous Policy Number: DH