

MENOMINEE INDIAN SCHOOL DISTRICT

671.1

EXPENSE REIMBURSEMENT

The Board of Education recognizes that its employees can improve their effectiveness by participating in professional conferences, conventions and workshops. Reimbursement shall be made at the authorized District rate for school business-related meetings only.

Each person requesting reimbursement for approved expenses shall submit expense vouchers showing the amount of actual expenses. Expense vouchers of employees shall be signed by the District Administrator or his/her designee.

All travel requested must be received by the business office 10 working days in advance of the travel date. Any requests received less than 10 working days prior shall be denied unless an exemption is granted by the District Administrator. The District Administrator's travel shall be authorized by the Board President or designee (Vice-President).

LEGAL REF.: Sections 118.21(1) Wisconsin Statutes
118.24
121.02(1)(b)
PI 8.01(2)(b), Wisconsin Administrative Code

CROSS REF.: 671.1-Rule, Guidelines for Expense Reimbursement
MTEA Agreement
MNTA Agreement

APPROVED: October 1990

REVISED: July 1991
August 1992
January 1999
March 1999
July 2001
April 3, 2006