

All school district employees are encouraged to follow the purchasing procedure (672). If from time to time, school district employees incur expenses in carrying out their authorized duties they may be reimbursed by the District upon submission of a properly filled out and approved requisition and such supporting receipts as required by the Business Manager. Such expenses may be approved and incurred in line with budgetary allocations for a specific type of expense.

The District will reimburse the following types of expenses:

1. Transportation Expenses – When official travel by a personally owned vehicle has been authorized, mileage payment will be made at the current federal rate. When air travel is required, reimbursement will be made for coach airfare.
2. Fees and registration as required for participation at an approved meeting, conference or convention.
3. Hotel or motel costs at a reasonable room rate.
4. Reasonable expenses for meals within a maximum of \$40.00 per day and appropriate miscellaneous expenses. Additional costs will be reimbursed when submitted with a valid receipt.

LEGAL REF.: Sections 118.21 Wisconsin Statutes
118.24

CROSS REF.: 164, Board Member Reimbursement for Expenses
537, Professional Staff Development Opportunities
673, Payment Procedures
Current Employee Agreements/Handbooks

ADOPTED: 9/18/89
AMENDED: 12/5/11