

EXPENSE REIMBURSEMENT

(Adopted 3-18-2013)

District personnel and officials may be reimbursed for all necessary meals, lodging, and travel expenses actually incurred while engaged in official business of the District so long as such expenditures received the superintendent's prior approval and proper documentation is provided. The rate shall be the same as for all state officials and employees, as established by law and shall be paid in accordance with law. This policy is applicable to in and out of state travel.

No reimbursement for items purchased by staff will be subject to reimbursement without proper prior approval by the building or district administrator.