

EXPENSE REIMBURSEMENTS

In accordance with established procedures and policies, District personnel and Board members shall be reimbursed when they incur expenses (enrollment fees, lodging, meals and mileage) in the capacity of their authorized duties. All trips must be authorized in advance by the district administrator and/or Board in order to receive reimbursement for expenses. Expenses shall be approved and incurred in line with budgetary allocations.

All expense reimbursement requests should be made through the district administrator, or designee and must be accompanied by a receipt of the original purchase, except for mileage. Expenses will not be reimbursed without receipts.

CROSS REF.: Employee Handbook, Section 13

APPROVED: October 9, 1985
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