

EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly filled out and approved voucher with such supporting receipts as required by the business manager. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment will be made at the rate currently approved by the Board and within state law limitations. Employees whose regular assignments involve school-to-school travel will be covered by a flat allowance per month, however, and the mileage rate applied only when such employee uses his personal automobile on authorized school business outside the district.

A traveler on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

CROSS REFS.: GCL, Professional Staff Development Opportunities
 GCLA, Professional Staff Visitations and Conferences

Adopted: 5/8/96