

EXPENSE REIMBURSEMENT

District personnel and officials who incur expenses carrying out their authorized duties may be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs. Such expenses shall 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 shall be made at the rate currently approved by the SAU.

First Reading: January 7, 2003
Second Reading and Approval: March 4, 2003
Reviewed: January 15, 2014