

"To Build Knowledge and Skills for Success Today and Tomorrow"

File: DLC

EXPENSE REIMBURSEMENTS

Personnel who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of an approved voucher. Reimbursement will be in accordance with Board approved travel allowances and mileage rates.

Travel expenses within budget allocations must be approved by the superintendent. Travel expenses in excess of planned budget allocations must be approved by the Board.

Travel allowances and mileage rates will be determined by the Board each year at the annual meeting.