

REIMBURSEMENT FOR SCHOOL BUSINESS EXPENSE

Reasonable and necessary expenses required to participate in school business will be reimbursed by the School Board:

1. AUTHORIZATION - all expenses for meeting, materials, mileage, meals, rooms, etc. must be authorized by a building principal/supervisor, and the Superintendent of Schools. The Board President or designee will authorize Superintendent expenses.
2. RECEIPTS - copies of receipts for all expenses must be submitted with expense requests. If extenuating circumstances make it impossible or difficult to obtain a receipt, the Superintendent may authorize reimbursement of an expense that appears to be reasonable and necessary.
3. MILEAGE - actual mileage will be reimbursed at the current IRS rate. District mileage charts (available in the principal's/supervisor's or Superintendent's offices) should be used for mileage reimbursement. Mileage will be paid on actual odometer reading using the most practical route, with the mileage chart serving as a guide to whether the claim is reasonable.
4. MEALS - all expenses should be kept as low as possible; reimbursement for a meal will not exceed \$7.00 breakfast, \$11.00 lunch, \$23.00 dinner.

NOTE: All of the above regulations apply to processing expense requests from all personnel, including administrators, Board members, professional, and support staff.

Adopted: February 13, 1991

Last Revision: December 14, 2016

Last Review: December 14, 2016

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