

Expense Reimbursement

Whenever possible, expenditures should be pre-approved through the use of purchase orders. In cases where this is not feasible, school district employees, officials and members of the Board of Directors will be reimbursed for reasonable out-of-pocket expenses incurred while involved in work-related activities and travel.

General Fund Guidelines:

1. Whenever possible seek prior expense approval from the Superintendent.
2. All expense reimbursement must be approved by the Superintendent and/or his/her designee
3. Expense reimbursement request must be made within thirty (30) days of incurrence.
4. Itemized receipts for all expenses must be attached to the request for reimbursement.
5. No reimbursement will be made for expenses not submitted prior to the end of the fiscal year.
6. The District is a tax-exempt entity and as such any reimbursement will not include any taxes assessed.
7. Reimbursable travel expenses include:
 - a. Transportation
 - b. Lodging
 - c. Meals
 - d. Tolls
8. Non-reimbursable travel expenses include:
 - a. Sundry items
 - b. Entertainment
 - c. Bar/alcohol bills
 - d. Room service
9. Travel expenses are only for the employee and do not cover spouse or other family members.

Federal Fund Guidelines:

1. For any reimbursement, the employee must obtain prior written approval.
2. Expense voucher must be filled out completely and accurately.
3. Itemized receipt must be attached to the voucher
4. Proof of prior approval must be attached to voucher
5. Federal Grant Expense Sheets need signed approval from the grant administrator and the Superintendent of Schools before reimbursement will be made.

Cross Reference: DJ – Expenditures

Adopted: July 21, 2014