

EXPENSE REIMBURSEMENTS

With prior approval, district personnel and officials who incur expenses in 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.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the Internal Revenue Service rate.

All travel must have prior written approval of the Superintendent via temporary leave forms.

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures. See Board Policy DAF.

First Reading: October 6, 2010

Second Reading: October 20, 2010

Adopted: October 20, 2010

Revised: May 16, 2019