

**EXPENSE REIMBURSEMENT**

All employees shall be reimbursed for all approved costs involved in attendance at, and travel to and from such institutes, meetings, and conferences which have prior sanction of the District Administrator. Such reimbursement will be only for the approved fees and charges and for the mileage at the reimbursement rate set by the Board of Education. Athletic tournaments, conferences, and clinics are covered under a separate policy. Employees who have approval to attend workshop and conferences are expected to use a school vehicle. If a school vehicle is not available, mileage will be given at the IRS rate when an expense form is approved and turned in.

Meal reimbursement is allowed for an evening meal only when it is an overnight stay and/or one hundred miles away, one meal per night per IRS. If meal reimbursement other than the IRS standards is turned in, the reimbursement will be paid on the employee's payroll check and taxes will be taken out.

Employees should anticipate and estimate the amount of these expenditures before preparation of the yearly budget.

All employees shall submit a request for payment, designating the nature of the expenditure and supported by receipt when presenting a request for reimbursement.

Adopted: January 9, 1979  
Revised: October 14, 2013

Legal  
References: