

### **Expense Reimbursements**

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts in accordance with state law.

When official travel by personally-owned vehicle has been authorized, mileage payment shall be made at the state allowance. To the extent budgeted for such purposes in the school budget, the approval of travel requests shall be vested in the superintendent or his designee.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excess cost shall not be accepted.

All travel reimbursements for mileage, lodging and miscellaneous travel expenses for the current fiscal year must be submitted prior to July 15<sup>th</sup> each year. Expenses submitted after July 15<sup>th</sup> will not be reimbursed.