

File: DLC

EXPENSE REIMBURSEMENTS

The district upon submission of an approved voucher will reimburse personnel who incur expenses in carrying out their authorized duties. Reimbursement will be in accordance with Board approved travel allowances and mileage rates.

Travel expenses within budget allocations must be approved by the superintendent. Travel expenses in excess of planned budget allocations must be approved by the Board.

The Board will determine travel allowances and mileage rates each year at the annual meeting.