

9.12 EXPENSE REIMBURSEMENTS

District personnel who incur expenses in carrying out their authorized duties shall be reimbursed upon submission of a properly filled out and approved expense report with supporting itemized receipts. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, meals and tips will be made upon presentation of supporting itemized receipts. Such expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense.

When official travel by a personally-owned vehicle has been authorized, mileage payment is made at the rate currently approved by the Board and within the limitations of federal law.

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. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.