

EXPENSE REIMBURSEMENTS

DLC

Payment of Expenses for Approved Meetings:

All employees shall be reimbursed at the approved rate per mile for all necessary and approved travel to such institutes, meetings and conferences, which have prior sanction of the district administrator.

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

All employees shall submit a request for payment and all accompanying receipts designating the nature of the expenditure to the Board of Education Office as soon as possible.

Unless otherwise noted in contract or policy, meal allowances for all staff will be reimbursed up to an amount of \$8.00 for breakfast, \$12.00 for lunch, and \$14.00 for supper.

Initial Adoption: 4/13/09

Final Adoption: 5/11/09