

REIMBURSEMENT OF AUTHORIZED EXPENSES FOR EMPLOYEES

The Board supports and encourages professional development for District employees. In order to receive reimbursement, professional development must be pre-approved by administration. Employees will receive reimbursement for approved expenses incurred as outlined in the Administrative Guidelines.

Employees will be reimbursed for work-related mileage as outlined in the Administrative Guidelines.

Employees are expected to present a complete and correct accounting of expenses incurred while conducting school business. Administrative Guidelines will be established by the Business Office and made available to all employees.

*Adopted November 2, 2009*