

PATTONVILLE SCHOOL DISTRICT

EPS Code:

DLC

District Code:

EXPENSE REIMBURSEMENTS

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly filled out and approved voucher and such supporting receipts as required by the business office.

Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Superintendent or designee. The superintendent, or designee, may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operation budget of the particular program involved.

Mileage will be paid at a rate authorized by the Board.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business, and will differentiate between expenditures for business and those for personal convenience.

Adopted: June 30, 1981

Revised: September 8, 1998