

School District of Hortonville

Title: Expense Reimbursement

Date Adopted: 2/8/82

Policy No. 4014

Date Revised: 6/10/91

Page 1

8/14/95

POLICY STATEMENT:

District personnel and administration officials who incur expenses in carrying out authorized duties for the District shall be reimbursed for actual expenses, not exceeding the maximum amounts as established by the Board.

RATIONALE:

SCOPE: District-wide

RESPONSIBILITY: The District Administrator

IMPLEMENTATION:

All members of the faculty, administration and paraprofessional staff shall be reimbursed for actual and necessary expenses as authorized by the staff member's immediate supervisor on business of the School District, in attendance at meetings or function that have received prior approval.

Reasonable expenses such as conference fees, meals, travel, tips, parking, phone calls and lodging can be considered reimburseable expenses.

Expenses will be paid upon submission of a properly completed and approved voucher with supporting receipts attached as required by the administrator in charge of business affairs.

Any trips that are expected to exceed \$300 in cost shall have prior approval with review by the building administrator to determine that budget is sufficient and that program intent is consistent with Building and District Goals.

The approved rate per mile for travel is 29¢ per mile.

Meal costs are reimburseable not to exceed \$37.00 per day.

ASSOCIATION INFORMATION:

President

Paul Van Dyke

Date

8/28/95

Clerk

Sharon Lanes

Date

8/28/95