

EXPENSE REIMBURSEMENT

District personnel and Board members who incur expenses (enrollment fees, lodging, meals, and mileage) in carrying out their authorized duties shall be reimbursed by the District in accordance with procedures established by the District Administrator.

The District Administrator shall establish expenditure procedures to insure reasonable expenses are incurred by the District.

Reimbursement for mileage for school-related business or activities:

1. Will be the same as the rate allowed for tax purposes by the Internal Revenue Service (IRS) and will be adjusted annually each January 1 to coincide with the adjusted IRS rate.
2. Individuals receiving a monthly mileage allowance will have that amount adjusted annually on January 1 based on the IRS percent of increase relative to the mileage rate.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE: