

EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by a personally owned vehicle has been authorized, mileage payment shall be made at the rate approved by government.

DATE:

Adopted:

Reviewed:

Revised: April 5, 2005

Cancellation: