

EXPENSE REIMBURSEMENTS

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and supporting receipts.

Expenses must 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. The superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved, and the Board will later ratify such approval.

The amount of compensation shall be established annually by the administration.

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.

Employees shall reference administrative guidelines for expense reimbursement.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri

