File: DLC - Expense Reimbursements

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. 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.

2. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses.

3. When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board. This rate will follow annual IRS guidelines for employee mileage reimbursement

Current practice codified 1989
Adopted: August 1, 1989
Reviewed: April 16, 2018
Revised: March 13, 2023

LEGAL REF.: C.R.S. 24-18-104 (3)(d),(e)

Platte Valley School District, Weld RE-7