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Rescinds: GCRE

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Independent School District #118 Policy 442

442 PERSONNEL EXPENSES

Personnel 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 receipt as required by the administration responsible for business affairs. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense and according to school district guidelines.

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