

TRAVEL PAYMENT AND REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the District shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Employees must submit to the Superintendent or designee an itemized, signed Conference-Mileage Reimbursement Form showing the amount of actual expenses, attaching receipts to the form. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed. Reimbursements shall be presented to the Board of Education in its regular bill process.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

105 ILCS 5/10-22.32

NEW 1<sup>st</sup> Reading 3/11/2013; 2<sup>nd</sup> Reading 4/8/2013