

General Personnel

Expenses

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties which have been approved by the Superintendent. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

No reimbursement shall be made for any trip that requires airfare and/or hotel accommodations without first submitting a proposed budget for said trip and obtaining Board approval.

For travel on school business, an employee will be reimbursed for meals on an actual cost basis, not to exceed GSA per diem rate. Lodging, registration fees, and transportation are also reimbursed for actual cost.

Employees must submit to the Superintendent an itemized, signed reimbursement form showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board of Education in its regular bill process.

LEGAL REF.: 105 ILCS 5/10-22.32.

ADOPTED: March 7, 2013