

Beaverton School District 48J

Code: **DLC**
Adopted: 3/13/06
Orig. Code(s): DLC

Employee Expenses

District employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved Employee Expense Statement and receipts as required by administrative regulation.

Such expenses may be incurred and approved as budgetary allocations permit.

Expenses for travel will be reimbursed when the travel has the approval of the superintendent (designee) in compliance with the district's administrative regulations.

Persons who travel on district business will exercise prudent and economical expenditure of district funds and will differentiate between business expenditures and those for personal convenience.

The Board authorizes the superintendent to establish regulations for reimbursement of all employee in-district and out-of-district travel expenses, as well as guidelines for special event expenses.

Specific employee expense information is delineated in the district's *Purchasing Manual*, which is updated periodically.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-1660](#)

[I.R.C. § 162 \(2006\); Business Expenses, 26 C.F.R. 1.162-1 \(2006\).](#)

[INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.](#)