

EXPENSE REIMBURSEMENTS

District personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the District upon submission of a properly filled out and approved voucher with such supporting receipts as required by the Treasurer. Such expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense.

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

A traveler on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, will not be considered prudent, nor will they be accepted for reimbursement.

[Adoption date: September 25, 1995]

LEGAL REFS.: ORC 3313.12; 3313.20
3315.15