

EXPENSE REIMBURSEMENTS FOR DISTRICT PERSONNEL

District personnel who incur expenses in carrying out their authorized duties are reimbursed by the District upon submission of a properly completed and approved request with such supporting receipts as required by the administrative regulations. Such expenses will only be approved within the limits of budgetary allocations and administrative regulations as well as State and Federal laws applying to the specific type of expense. All District personnel should familiarize themselves with the administrative policy on maximum travel expenses issued by the District annually at the beginning of each school year.

When official travel by personally owned vehicle has been authorized, mileage payment is made at the rate currently approved by the Chief Financial Officer and within the limitations of Federal law.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement. No reimbursement for alcoholic beverages will be approved for any person.

The District is permitted to provide and pay the salary of a substitute for such days on which an employee is excused for the purpose of carrying out their authorized duties.

[Adoption date: June 15, 2004]

LEGAL REFERENCES:

ORC 3313.20

CROSS REFERENCES:

GBC/GBCA, Staff Ethics - Staff Code of Conduct

NOTE: THIS IS A REQUIRED POLICY