

Expense Reimbursements

DLC

The same general policy shall apply to all personnel and district officials in regard to reimbursement for expenses. This policy shall be as follows:

1. Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved Travel Request & Reimbursement Form attached to a purchase order as required by the business manager of the school district.
2. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.
3. District vehicles are to be used for official travel. If all district vehicles are assigned, personally-owned vehicles may be used and will be reimbursed at the rate currently approved by the Board. If a district vehicle is available, and an employee chooses to use a personally-owned vehicle, the employee will be reimbursed at the rate of \$.10/mile.
4. Authorized travel expenses are reimbursable at the per diem rate as established by the Board of Trustees. Reimbursement for in-state travel will follow guidelines set for all state employees. Reimbursement for out-of-state travel will follow the IRS guidelines in Publication 1542 "Per Diem Rates".
5. Expenses for regional travel, individual or group, will be set on a case-by-case basis. Under no circumstances will the regional, group expenses exceed the out-of-state travel rate.

Legal References: SF-174
 W.S. 21-3-311(x)

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