

**EXPENSE REIMBURSEMENT**

It is the policy of the Colcord Board of Education to reimburse itemized and necessary expenses incurred by employees or members of the board on educational trips authorized by the board and itemized and necessary expenses incurred transacting school business. The superintendent is directed to prepare a regulation supporting this policy and establishing a rate schedule for board approval.

**REFERENCE: 70 O.S. §5-117**

*THIS POLICY REQUIRED BY LAW.*