

**EXPENSE AUTHORIZATION/REIMBURSEMENT**

District personnel who are authorized by the superintendent to attend conferences or meetings or to otherwise carry out their duties outside the district shall be reimbursed their expenses by the district, as approved by the superintendent, or his/her designee, and in accordance with the provisions of this policy, upon submission of a properly completed and approved voucher and such supporting receipts as required by the superintendent or his/her designee. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense. When officials travel by a personally owned vehicle, which has been authorized, mileage payment shall be made at the rate currently approved by the board.

Reimbursement for such expenses shall be limited to actual necessary expenses, to include costs for transportation, meals, lodging, and other expenses, as is determined by the superintendent or his/her designee.

The district may provide for the issuance of charge cards to board members and employees for the sole purpose of covering expenses incident to authorized travel.

Upon return from a trip, the board member or employee will submit itemized travel expense receipts. Any charges against the charge card not properly identified with travel expense receipts paid by the board member or employee by check, United States currency or compensation deduction will be disallowed and are to be repaid to the district.

If, for any reason, disallowed charges are not repaid, the district will have a prior lien against and a right to withhold any or all funds payable or to become payable to the member or employee up to the amount of the disallowed charges and interest at the same rate as charged by the company that issued the charge card.

Any board member or employee will not use the charge card if disallowed charges are outstanding and will surrender the card upon demand by the business manager or designee; provided, however, in the event the employee is the business manager, then the card will be surrendered directly to the superintendent. The district has the unlimited authority to revoke use of any charge card if use becomes rather than that for which it was originally intended.

Board members who are authorized by the board to attend conferences or meetings or to otherwise carry out their duties outside the district shall be reimbursed their expenses by

**FISCAL MANAGEMENT**

**CODE: DKC**  
**POLICY**  
**PAGE 2 OF 2**

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the district as approved by the board of trustees, upon submission of a properly filled out and approved voucher and such supporting receipts as required by the board of trustees. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense. When official travel by a personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the board.

**REVISED POLICY**

**ADOPTION DATE: AUGUST 23, 1989**

**REVISION DATE: NOVEMBER 8, 1995**

**REVIEW DATE: JANUARY 7, 2015**