

EXPENSE REIMBURSEMENT

This general policy for expense reimbursements shall apply to all personnel and district officials.

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. Support receipts shall be included as required.

Employees and members of the Board of Education will be reimbursed for attendance at conferences and conventions only when evidence of prior authorization is submitted with the approved voucher.

Expenses will be approved and incurred in line with budgetary allocations.

When official travel by district personnel is their own vehicle is required and authorized, mileage will be reimbursed at the rate approved by the Board at its reorganizational meeting.

Litigation expenses and judgments that are covered by law will be excluded from this policy.

Ref: Education Law "1604(27); 1709(30); 1804; 2118; 3023; 3028

General Municipal Law '77-b

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