

EXPENSE REIMBURSEMENTS

School district employees and members of the Board will be reimbursed for certain out-of-pocket costs incurred while traveling out of the district for school-related activities.

Only expenses essential to the purpose of the trip will be reimbursed. Expenditures for telephone calls home, entertainment and similar expenses are personal in nature and are not reimbursable.

Receipts will be required for all expenses. This includes receipts for airline tickets, motel bills, taxi or other airport transportation, and all other expenditures except meals.

The in-state and out-of-state travel allowance for meals and lodging will be paid in accordance with current state rates.

Mileage allowance when traveling by private automobile will be consistent with current state rates.