

## **EXPENSE REIMBURSEMENTS**

District personnel and School Board members who incur expenses (registration fees, lodging, meals and travel-related costs) in carrying out their authorized duties will be reimbursed by the District upon submission of a timely and properly completed voucher with documented receipts attached. Such expenses may be approved and incurred in line with budgetary allocations and in accordance with Employee Handbook provisions and established procedures.

The rate of mileage reimbursement will be based upon the prevailing District-approved rate.

The Board authorizes the use of the District's credit cards for approved travel-related expenses or other approved purchases as per the terms of the District's credit card use agreement. District credit cards may not be used for personal purchases, cash advances, or to circumvent normal District purchasing procedures.

### **LEGAL REFERENCES:**

#### **Wisconsin Statutes**

Section 118.21	[teacher contracts]
Section 118.24	[school district administrator]
Section 120.10(4)	[reimbursement of school board members]
Section 120.13(16)	[school board organization]
Section 120.13(32)	[school board orientation]
Section 120.44	[school board powers and duties]

### **CROSS REFERENCES:**

Employee Handbook

**ADOPTED:** February 14, 2002

**REVISED:** February 9, 2017 (formerly BP 671.1)