EXPENSE AUTHORIZATION/REIMBURSEMENTS

Personnel and district officials who travel in the course of their authorized duties will be paid allowances or reimbursed upon submission of properly completed forms and any supporting documentation required by the business office. The reimbursement documentation needs to be in the business office by the 5th of the month in order to be paid after the Board meeting of the same month.

These expenses must be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be paid within district guidelines DKC-E1 when the travel has the advance authorization of the principal or the superintendent. Principals may grant this authorization without prior approval of the superintendent when the travel expense has been anticipated and incorporated into the optional budget of the particular program involved.

Mileage will be paid at the current IRS recommendation per mile rate.

Expenses within district guidelines will be paid provided that persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.