School Administrative Unit # 77
Monroe School District
School Board Policy

DKC

FIRST READING: 04/04/2022 ADOPTED: 04/25/2022
REVISED:

Expense Reimbursements

District personnel and officials who incur expenses in carrying out their authorized professional development activities, or other duties will be reimbursed by the District upon submission of a conference/workshop agenda, travel itinerary, a properly filled out and approved voucher, and such detailed supporting receipts as required by the administrator responsible for business affairs.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the IRS.

Hotels will be booked through the MCS Financial Management Office, with every effort made to stay at the hotel hosting the conference/workshop.

All travel must have the prior written approval of the District Administrator and be aligned with identified District Goals and Learning Initiatives.

Meal reimbursement will be at the following rate: Breakfast: $15.00; Lunch: $25.00; Dinner: $40.00

Exclusion of Reimbursement List:

1. Travel without prior approval
2. Alcohol
3. Entertainment
4. Room Service
5. Gifts
6. Unapproved books, materials, etc.
7. Luggage exceeding one regularly checked bag and one carry-on bag.