

## **General Personnel**

### **Expenses**

The School Board shall reimburse employees for expenses necessary for the performance of their duties which have been approved by the Superintendent or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

Employees must submit to the Superintendent or designee an itemized, signed Travel Request form showing the amount of actual expenses, attaching receipts to the form if possible. Travel Request expenses shall be presented to the School Board in its regular bill process.

Adopted: November 14, 1994

