

## **EXPENSE AUTHORIZATION/REIMBURSEMENT**

*Code* **DKC** *Issued* **8/04**

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Purpose: To establish the basic structure for authorizing and reimbursing expenses for board members and district employees.

The district will reimburse board members and employees for expenses incurred in approved travel for the district, such as approved attendance at conferences and other authorized expenses necessary in performing their duties. The superintendent must approve employee travel. The reimbursement rate will be approved by the board and based on reimbursement rates for state employees.

Board members and employees must submit their expenses on official vouchers. They must document major items.

The district will provide advanced funding only under special circumstances. If advanced funds are received, the recipient must submit a second voucher (documenting expenditures and advanced revenue) and refund the difference or request additional funds.

If cancellations are necessary, the employee or board member may be responsible for reimbursing the district for monies not refundable.

Cf. BID

Adopted 7/1/75; Revised 6/26/79, 7/22/80, 8/16/83, 8/13/91, 5/12/92, 9/9/97, 10/13/98, 8/10/04