

# **EXPENSE AUTHORIZATION/REIMBURSEMENT**

*Code* **DKC** *Issued* **DRAFT/24**

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 is 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 pay expenses for travel at the following rates: (based on state employee reimbursement schedules)

- automobile mileage - state rate
- plane or train - coach rate
- taxi or bus - actual fare, including tip, payable upon return when accompanied by receipt
- hotel - actual rate for single accommodations; employees and board members will be responsible for paying charges above single rate
- meals - \$35 per day, in-state; \$50 per day, out-of-state

The district will prepay hotel reservations, at the single rate, plane or train reservations, and registration fees to the actual institution (not the employee), if requested, 10 working days in advance. The district will not provide additional advanced funding.

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

Adopted ^