

531. JOB RELATED EXPENSES - Pg. 2

School Code
517

3. In all instances of reimbursement, full itemization of expenditures shall be required, with receipts attached.
4. Expenses shall be limited to a designated rate per day for meals. Meals are not reimbursable unless the employee is scheduled for an overnight stay.
5. The school district is authorized to allow exceptions to this designated meals allowance based on the location of the educational conference.
6. For official travel by other than automobile, the school district shall arrange the advance purchase of transportation tickets.
7. Advances against anticipated travel expenses shall be approved by the Superintendent.