

**MESSALONSKEE SCHOOL DISTRICT (MSAD 47)**

**File: DKC**

**EXPENSE REIMBURSEMENTS**

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. Personnel and officials who, having received prior approval from the superintendent, incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs.
2. When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

Current practice codified 1976.

Adopted: Date of Manual adoption.

Reviewed: November 1999

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