

**PROCEDURES****Expense Reimbursement for District Personnel  
Meetings/Conferences**

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Procedures for reimbursement of meetings/conference expenses are as follows:

1. Transportation, lodging and meals are reimbursable expenses. Pre-approval by the Board of Education and/or Superintendent must occur for any meeting/conference expenses over \$1500.
2. District personnel expenses (not to include alcohol, personal entertainment, spouse expenses, etc.) will be substantiated by receipts and an accounting will be submitted to the Business Manager for reimbursement.
3. District personnel will be paid in advance (or reimbursed) for his/her hotel room when away on school business. Payment will be based upon the rate for single occupancy.
4. District personnel will be provided transportation expenses equal to the cost of a round-trip tourist class commercial carrier or mileage reimbursement at the rate established by the IRS. Approval of travel reimbursement will be based on the most reasonable, economical means.