

EXPENSE REIMBURSEMENT

It is the policy of the Piedmont Board of Education to reimburse itemized and necessary expenses incurred by employees or members of the board on educational trips authorized by the board and itemized and necessary expenses incurred transacting school business. The superintendent is directed to prepare a regulation supporting this policy and establishing a rate schedule for board approval.

If travel is approved by the administration and required by the District using the employee's own vehicle, reimbursement will be made at the current State allowable rate. This should be approved in advance.

All claims for travel reimbursement and workshop fees and registrations must be turned in for payment within thirty (30) days of the travel being taken, or workshop or attendance fees being paid.

REFERENCE: 70 O.S. §5-117