

FINANCIAL MANAGEMENT

Personal Reimbursements for Purchase of Goods or Services

While it is recommended that all purchases of goods or services be made within established purchasing procedures, there may be an occasional need for an employee to make a purchase for the benefit of the District from personal funds. In that event, an employee will be reimbursed for a personal purchase under the following criteria:

1. It is clearly demonstrated that the purchase is of benefit to the District.
2. The purchase was made with the prior approval of an authorized administrator.
3. The item purchased was not available from resources within the District.
4. The claim for personal reimbursement is properly accounted for and documented with an invoice/receipt.

The District business office will be responsible for the development of the procedures and forms to be used in processing claims for personal reimbursements.

Expense Reimbursements

Personnel and District officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly filled out and approved voucher and such supporting receipts as required by the business office. Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed, when the travel has the advance authorization of the Board and/or the Superintendent. Authorization of the Board is mandatory for out-of-state travel. The Superintendent or Administrators may grant authorization for travel within the state.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience. Expenses will be reimbursed according to the District's administrative regulations on out-of-town travel. (See Board Policy #7336P)

Legal Reference:	2-18-501, MCA	Meals, lodging, and transportation of persons in state
	2-18-502, MCA	service
	2-18-503, MCA	Computation of meal allowance
		Mileage - allowance

Policy History:

Adopted on: June 28, 2004

Revised on: January 14, 2013