

Dupree School District	NEPN Code: DLC
Policy Manual	

Expense Reimbursements

Personnel and officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the business office. Reimbursement will be in accordance with Board approved travel allowance, which will comply with the limits established by the State Board of Finance.

Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Official travel by personally owned vehicle may be approved if school-owned vehicles are not available. Mileage payment will be made at the rate currently approved by the Board, and in accordance with the State Board of Finance.

Legal References:

SDCL 3-9	Travel Expenses and Allowances (1, 2, 5, 5.1, 5.2, and 8 thru 17)
SDCL 4-7-10.4	Budgeting and appropriations for compensation of board

Reviewed:	16 October 2019
Adopted:	16 October 2019