

**Board of Trustees
Douglas County School District**

OPERATIONS

REIMBURSEMENT of BUSINESS RELATED EXPENSES

The Board will provide for the payment of the actual and necessary business related expenses, including travel expenses, of District employees incurred in the course of performing services at the request of the District. All travel expenses must receive supervisory approval in advance of travel.

Reimbursements will be approved when in alignment with Business Services Process and Procedures Manual, and paid at the rates in alignment with those listed on the United States General Services Administration (GSA.) The forms maintained for travel reimbursement through the Business Services Office shall be updated as notified by the GSA. All processes and procedures must be followed or reimbursement may not be administered, and future privileges may be suspended or revoked.

Reference: Business Services Process and Procedures Manual

Date Adopted: 01/08/13

Date Revised: 03/14/17