

## **671.2 EXPENSE REIMBURSEMENT**

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the School District upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administration. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicles has been authorized, a mileage payment shall be made at the IRS mileage rate.

Expenses that total under \$30.00 may be immediately reimbursed via petty cash.

Legal Reference: Wisconsin Statutes, Sections 118.21 (1), 118.24 (5), 120.10 (4), 120.13 (16) (32)

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