

<p><b>Timberlane Regional School District</b></p>	<p><b>Policy Code:     DKC</b></p>
<p><b>Adopted: 01-03-91</b>  <b>Revised: 09-05-96</b>  <b>Revised: 10-07-99</b>  <b>Revised: 06-16-11</b></p>	<p><b>Page 1 of 1</b></p>

**EXPENSE REIMBURSEMENTS**

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts (detailed receipts showing actual item(s) purchased; not credit card summary reports) as required by the administrator responsible for business affairs. Such expenses must be approved and in line with budgetary allocations for the specific type of expense.

When official travel by personally-owned vehicle has been authorized, mileage payment shall be made at the rate approved by the Internal Revenue Administration.

Any overnight travel must have the prior written approval of the Superintendent of Schools, Assistant Superintendent of School or Business Administrator.