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## EXPLANATION: EXPENSE REIMBURSEMENTS

MSBA has revised this policy for clarity. Because federal law now requires the district to have a separate Board-adopted policy regarding travel expenses, including reimbursement for travel expenses, MSBA has moved some language to policy DLCA.

In addition, MSBA has revised this policy to clarify that direct payment is the district's preferred method and that expense reimbursements should be kept to a minimum and used only in unique situations.

*MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.*

X	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
X	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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## EXPENSE REIMBURSEMENTS

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed if the expense is eligible for reimbursement pursuant to district policies and procedures, if the expense was authorized and if proper documentation of the expense is provided.

Because expenses are reimbursed from public funds, all persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges. Board members and district employees are required to use the district's regular purchasing procedures to ensure that the:

1. District pays for products and services directly.
2. Expense is clearly authorized and within the district's budget.
3. Expense is appropriately documented and coded.
4. District receives the benefit of its tax-exempt status.

In unique or emergency situations, Board members and district staff might incur expenses when carrying out their authorized duties. When this occurs, the district will reimburse the Board member or employee if the expense was authorized, is properly documented and is eligible for reimbursement pursuant to district policies and procedures.

The superintendent or designee is directed to create reasonable procedures to implement this policy.

\* \* \* \* \*

**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 08/08/1994

Revised: 06/13/2005;

Camdenton R-III School District, Camdenton, Missouri