

Dell Rapids School District #49-3

Policies and Regulations Code: DLC-FISCAL MANAGEMENT



DLC EXPENSE REIMBURSEMENTS

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly filled-out and approved requisition and such supporting receipts as required by the business office.

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

Expenses for travel will be reimbursed when the travel has the advance authorization of the Board and/or the superintendent based on the recommendation of the building principal. The superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved, and the Board will after ratify such approval.

Mileage will be paid at a rate authorized by the Board at its annual reorganization meeting.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

Adopted: March 20, 1989

Revised: May 12, 1997