

EXPENSE REIMBURSEMENT

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

LEGAL REFERENCE:

CROSS REFERENCE: Board Policies 405.020; 803.090

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: March 19, 2007

DATE OF REVISION: December 11, 1991

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT
DELHI, IOWA 52223