

### **Expense Reimbursements**

The Board shall reimburse staff for necessary expenses that are incurred while on approved district business.

Transportation expenses shall be reimbursed at a per mile rate on a monthly basis. The reimbursement rate will be determined by the most current IRS (Internal Revenue Service) per mile rate for business use of a personal vehicle.

Staff shall be reimbursed for meals and lodging in accordance with established guidelines. The reimbursement rates for meals and lodging shall be reviewed periodically by the Board. Except for mileage, receipts must be submitted for all expenses with claims for reimbursement.

All requests for reimbursement should be made using the district's reimbursement forms.

Adopted: 8/15/01  
Revised: 12/15/05  
Reviewed: 11/12/07  
Reviewed: 6/1/16  
Reviewed: 3/7/22