Policy 412 EXPENSE REIMBURSEMENT

I. PURPOSE
The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION
All school district business expenses to be reimbursed must be approved by the supervising administrator.

III. REIMBURSEMENT
Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator.

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES
The superintendent or designee shall develop procedures for timely reimbursement of school district business expenses.

Policy 412- Expense Reimbursement
Adopted: 2/28/05
Revised: 9/27/10
Revised: 12/14/2015

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)

Cross References: Policy 214 – Out-of-State Travel by School Board Members