

## **EXPENSE REIMBURSEMENT**

The Board shall reimburse employees and School Board members for expenses incurred while on official Board business, within budgetary limitations. Travel expenses shall be limited to those expenses necessarily incurred by employees or Board members in the performance of official responsibilities as may be authorized by the School Board.

All employees who use their private vehicles for official Board business shall be required to carry liability insurance in an amount set by the Board to be eligible for reimbursement. When a private vehicle is used, mileage shall be reimbursed based at the rate currently in use and approved by the Board. In no case shall an employee be allowed mileage or transportation reimbursement when the employee has been gratuitously transported by another person.

Any emergency travel requests occurring between Board meetings shall be submitted to the Superintendent for approval. Any employee or Board member who submits a false or fraudulent travel claim shall be subject to disciplinary action and the Board shall be entitled to restitution in full compliance with statutory provisions.