

ALMOND-BANCROFT SCHOOL DISTRICT
Board Policy Manual

671.2

EXPENSE REIMBURSEMENTS

All staff travel, pre-approved by the District Administrator, shall be reimbursed by the School Board.

Mileage will be paid for staff using non-District owned/leased vehicles for District business, both within and outside the school district, at the current IRS rate. Mileage must have the prior approval of the District Administrator or designee.

Board members who incur expenses (attendance fees, lodging, meals and mileage) in carrying out their authorized duties shall also be reimbursed by the District. Mileage reimbursement shall be at the current IRS rate similar to staff.

Expense reimbursement requests should be supported by appropriate receipts.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
 120.10(4)
 120.13(16) and (32)
 121.02(1)(b)
 PI 34, Wisconsin Administrative Code

CROSS REF.: 163, Board Member Development Opportunities
 223, Administrator Development Opportunities
 537, Professional Staff Development Opportunities
 673, Payment Procedures
 Current Employee Agreements

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