

**Brookings-Harbor
School District 17C**

Code: **DLC**
Adopted: 1/18/88
Readopted: 10/22/03
Orig. Code(s): DLC

Expense Reimbursements

District employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved expense reimbursement form as required by the superintendent.

Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the Board and/or the superintendent. The superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved. The Board will later ratify such approval.

Persons who travel at district expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between business expenditures and those for personal convenience.

The Board authorizes the superintendent to establish regulations controlling payment of vehicle allowances to employees for use of private vehicles in transaction of district business and reimbursement for educational meeting transportation and lodging costs.

The mileage rate, unless in a collective bargaining agreement, for travel by car, will be set at the current IRS rate.

Reimbursement for out-of-state travel by private vehicle will be made on the basis of air fare or mileage rate, whichever is the lesser.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-1660](#)

Internal Revenue Code, 26 U.S.C. Section 162; 26 CFR 1.162-1 (2001).

Internal Revenue Service *Travel, Entertainment, Gift and Car Expenses* (IRS Publication 463) (2000).

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement