

Condon School District 25J

Code: **DLC**
Adopted: 5/91, 4/12/94
Readopted: 11/9/05; 11/12/08
Orig. Code(s): DLC

Expense Reimbursement

District personnel who incur expenses in carrying out their duties as authorized by their supervisory personnel shall be reimbursed by the district upon submission of a properly completed and approved voucher and such supporting receipts as required by the superintendent.

Personnel who travel between buildings on a routine daily basis as a part of their duties shall be eligible for mileage reimbursement.

The superintendent shall periodically prepare an administrative rule which allows reimbursement according to state guidelines.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-1660](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES (2005).

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement