

# Condon School District 25J

Code: **DLC**  
Adopted: 5/91; 4/12/94  
Readopted: 11/09/05; 11/12/08; 4/13/16  
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.

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

END OF POLICY

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### 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.

### Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement  
EEBB - Use of Private Vehicles for District Business