

Corbett School District 39

Code: **DLC**
Adopted: 8/19/87
Readopted: 10/16/97
Orig. Code(s): DLC

Expense Reimbursement

The district will reimburse employees for authorized expenses incurred for professional growth and/or job requirements.

Personnel attending any conference at the expense of the district shall present a complete report of conference activities when requested to do so.

All claims for reimbursement of expenses shall be accompanied by receipts for such expenditures and listed on the district form available from the deputy clerk.

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).