

Corbett School District 39

Code: **DLC-AR**
Adopted: 7/1/91
Readopted: 10/16/97
Reviewed: 1/27/99
Orig. Code(s): DLC-AR

Expense Reimbursement

The following guidelines shall be applied for expenses incurred by district employees.

1. Expenses reimbursement* for district required professional growth activities:

Registration:	full cost
Books/materials:	full cost
Lodging:	actual cost
Meals:	\$35 per day
Transportation:	parking: full cost mileage: IRS mileage rate or cheapest alternate form of transportation

*All district required professional growth activities shall be paid the last business day prior to the activity.

2. Expense reimbursement for district approved optional professional growth activities.

Registration:	full cost
Lodging:	actual cost
Meals:	\$35 per day
Transportation:	mileage: IRS mileage rate outside of Multnomah County (no reimbursement for travel inside the county)

All requests for professional growth expenses must be approved by the superintendent at least one week prior to the activity.

All requests shall be subject to administrative approval and availability of funds.