

Dayton School District 8

Code: **DLC**
Adopted: 6/04
Readopted: 8/11/15
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 voucher and receipts as required by the district office.

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

The superintendent may grant authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the program involved. The Board will give prior approval to any other requests.

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.

For hourly or nonexempt employees, attendance at conference sessions, excluding social gatherings and meals, will be paid in accordance with Oregon Bureau of Labor and Industries (BOLI). Travel away from the home community outside of the normal work day is not ordinarily paid time unless required by BOLI under certain circumstances. However, prior approval is required if the work week will then exceed 40 hours.

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

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.

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

EEBB - Use of Private Vehicles for District Business