

# Echo School District 5R

Code: **DLC**  
Adopted: 01/96  
Readopted: 1/22/13  
Orig. Code(s): DLC

## Expense Reimbursement

Personnel and district officials who incur administratively approved expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and administrator approved voucher as required by the business office. All expense reimbursement requires prior administrative approval before such expense may be incurred and reimbursed.

The Board authorizes the superintendent or his/her designee to establish guidelines and procedures for the approval of staff travel and expense reimbursement.

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.