

Helix School District 1R

Code: **DLC**
Adopted: 1/8/97
Orig. Code(s): None

Expense Reimbursements *

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

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).