

# Klamath Falls City Schools

Code: **DLC**  
Adopted: 12/10/01  
Readopted: 10/09/06  
Orig. Code(s): 31203

## Expense Reimbursements

The Board recognizes that certain expenses are incurred by district employees in carrying out authorized duties. The Board approves the reimbursement of such necessary and reasonable expenditures.

The district will have a per diem meal rate for in-state and out-of-state travel. The per diem meal rate will change to match the Southern Oregon ESD's meal rate.

The mileage rate for travel by car will be set to match the Internal Revenue Service rate for mileage reimbursement. Immediate supervisors may approve a reduced mileage rate if several employees are traveling to the same out-of-town location and the situation warrants it.

All approval and reimbursement procedures must be followed prior to reimbursement.

END OF POLICY

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### 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).